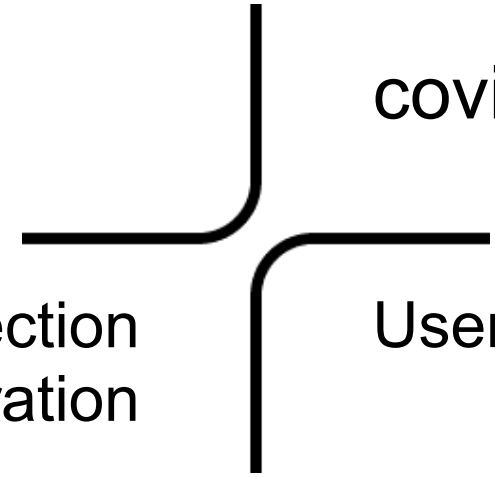

covisint

Covisint Connection and Administration

User Manual

Release date: November 30, 2003
CCA Version Number 4.0

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I. INTRODUCTION

The Covisint Connection and Administration (CCA) User Manual aims to provide CCA Users, Security Administrators and Organization Service Administrators with a step-by-step guide to using the CCA application to maintain user profiles, to manage service package access, to perform administrative duties and other registration procedures.

This manual is divided into two major sections:

- User Manual
- Administration Manual.

ALL users, even those with Administration capabilities will find the User Manual helpful. The Administration Manual is directed to those with an administrative role.

Primary Objectives

After reading the **USER MANUAL** portion of this document, **ALL users** will be able to:

- Update their Covisint user profile
- Routinely change passwords
- Reset a forgotten password by answering a 'Challenge Question'
- View and contact the organization's Security Administrators
- Request additional applications or request additional site codes associated with a service - for themselves

After reading the **ADMINISTRATION MANUAL** portion of this document, **Security Administrators** will be able to:

- Understand various Administrator roles and the associated responsibilities
- Approve or reject users requests
- Maintain user and organization profile information
- Delegate tasks to other administrators in the organization hierarchy

After reading the **ADMINISTRATION MANUAL** portion of this document, **Organization Service Administrators *and* Security Administrators** will be able to:

- Grant or revoke access permissions to active internal users
- Manage your organization's subscription to service packages
- Request additional applications or request additional site codes associated with a service for the organization

Icons

The following list explains each icon used throughout the guide to help you better understand CCA processes:

Important information regarding a topic

Warning message

Help regarding a specific functionality

II. USER MANUAL

Objectives

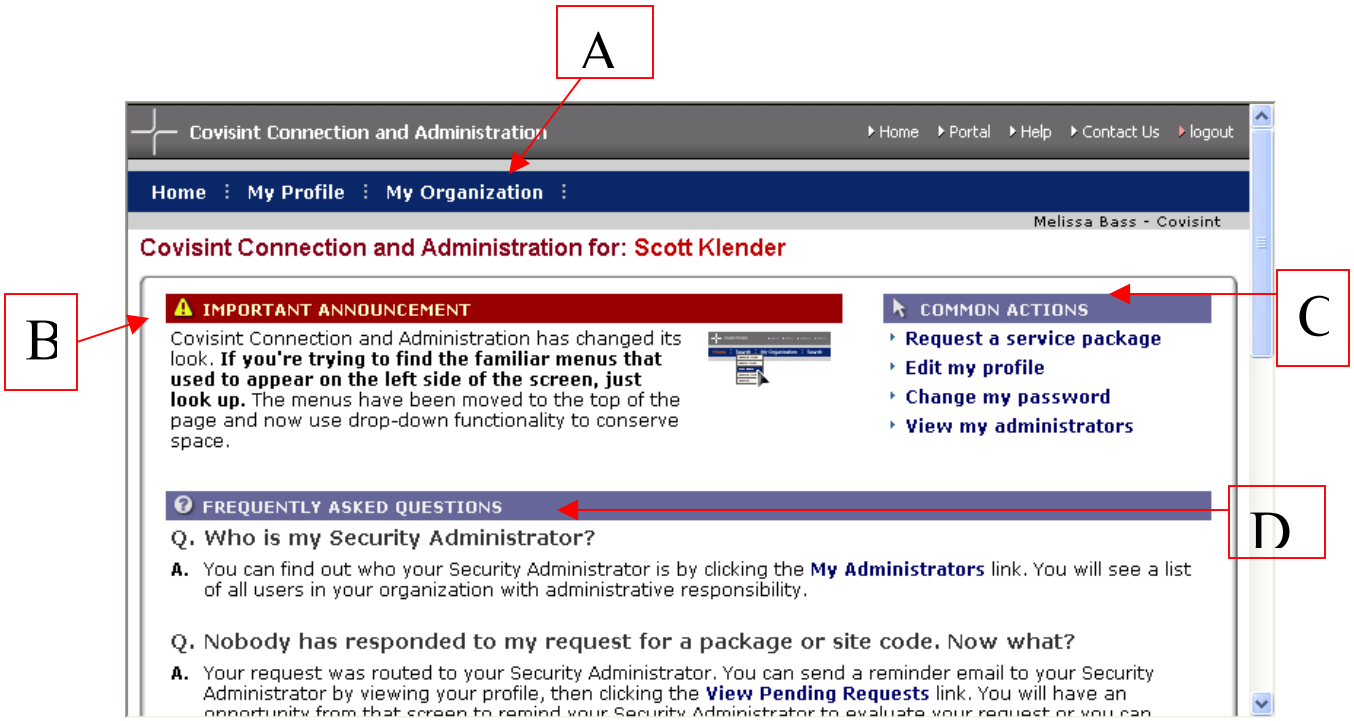
This section of the manual will explain:

- User Home Page content and Navigation
- How to view and edit your profile
- How to view your current service packages and request new ones
- How to change and reset your password
- How to find your administrator's contact information

Home Page Navigation and Menus

The CCA Home Page contains content and quick links that will assist you in your use of the CCA tool. As a standard user, most of your tasks can be preformed using the My Profile and My Organization menus at the top of the Home Page. The Common Actions list, displays the most popular links from the menus. A list of Frequently Asked Questions is available on the home page. The four sections of the home page that you should understand are:

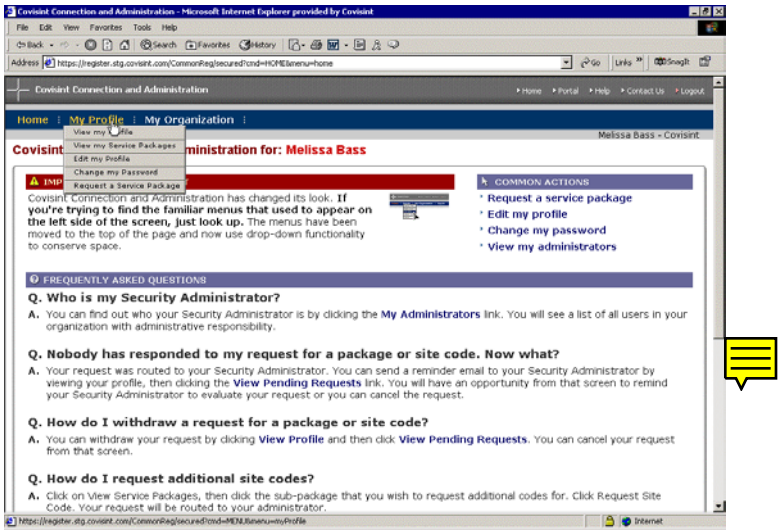
- Dropdown menus (A)
- Important Announcements (B)
- Common Actions (C)
- FAQs (D)


A
B
C
D
Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Melissa Bass - Covisint
Covisint Connection and Administration for: Scott Klender
IMPORTANT ANNOUNCEMENT
Covisint Connection and Administration has changed its look. If you're trying to find the familiar menus that used to appear on the left side of the screen, just look up. The menus have been moved to the top of the page and now use drop-down functionality to conserve space.
COMMON ACTIONS
Request a service package
Edit my profile
Change my password
View my administrators
FREQUENTLY ASKED QUESTIONS
Q. Who is my Security Administrator?
A. You can find out who your Security Administrator is by clicking the My Administrators link. You will see a list of all users in your organization with administrative responsibility.
Q. Nobody has responded to my request for a package or site code. Now what?
A. Your request was routed to your Security Administrator. You can send a reminder email to your Security Administrator by viewing your profile, then clicking the View Pending Requests link. You will have an

My Profile

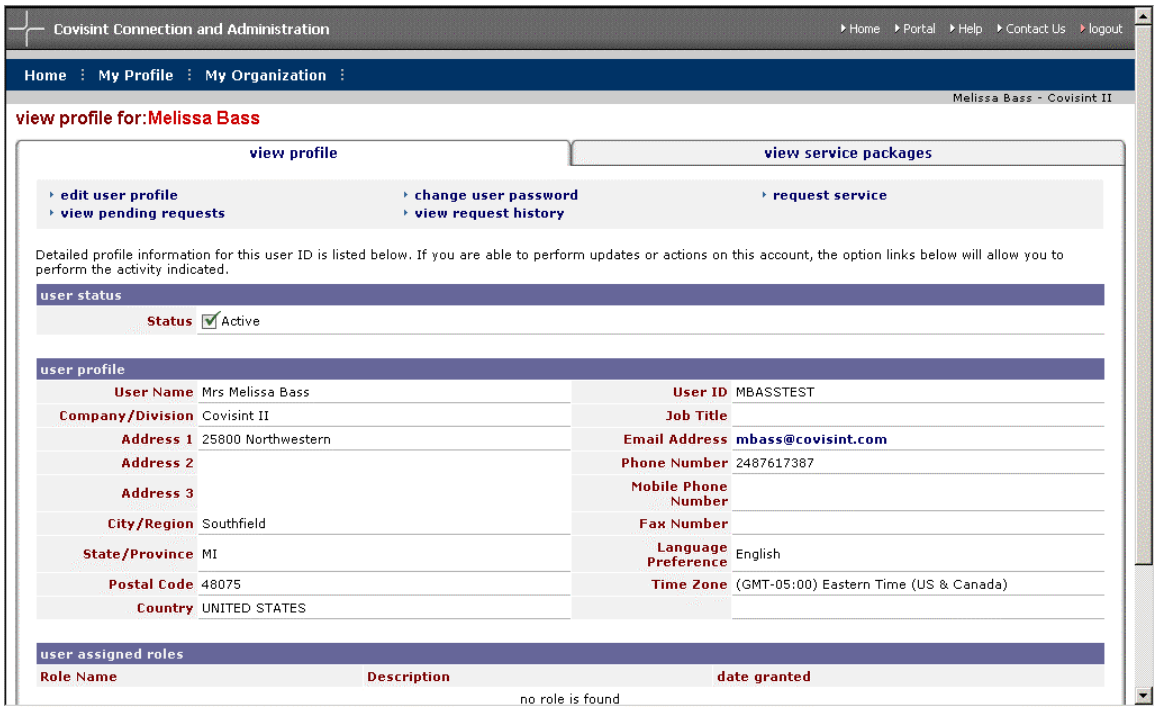
The My Profile menu contains the following functions:

- View My Profile
- View My Service Packages
- Edit My Profile
- Change My Password
- Request a Service Package


Covisint Connection and Administration
Home
My Profile
My Organization
Melissa Bass - Covisint
View my Profile
View my Service Packages
Edit my Profile
Change my Password
Request a Service Package
COMMON ACTIONS
Request a service package
Edit my profile
Change my password
View my administrators
FREQUENTLY ASKED QUESTIONS
Q. Who is my Security Administrator?
Q. Nobody has responded to my request for a package or site code. Now what?
Q. How do I withdraw a request for a package or site code?
Q. How do I request additional site codes?

View My Profile

The My Profile menu section houses all of your user information including: user status, user profile and assigned roles (if applicable).



The User Profile option contains all of your personal information including your address, email and phone number.

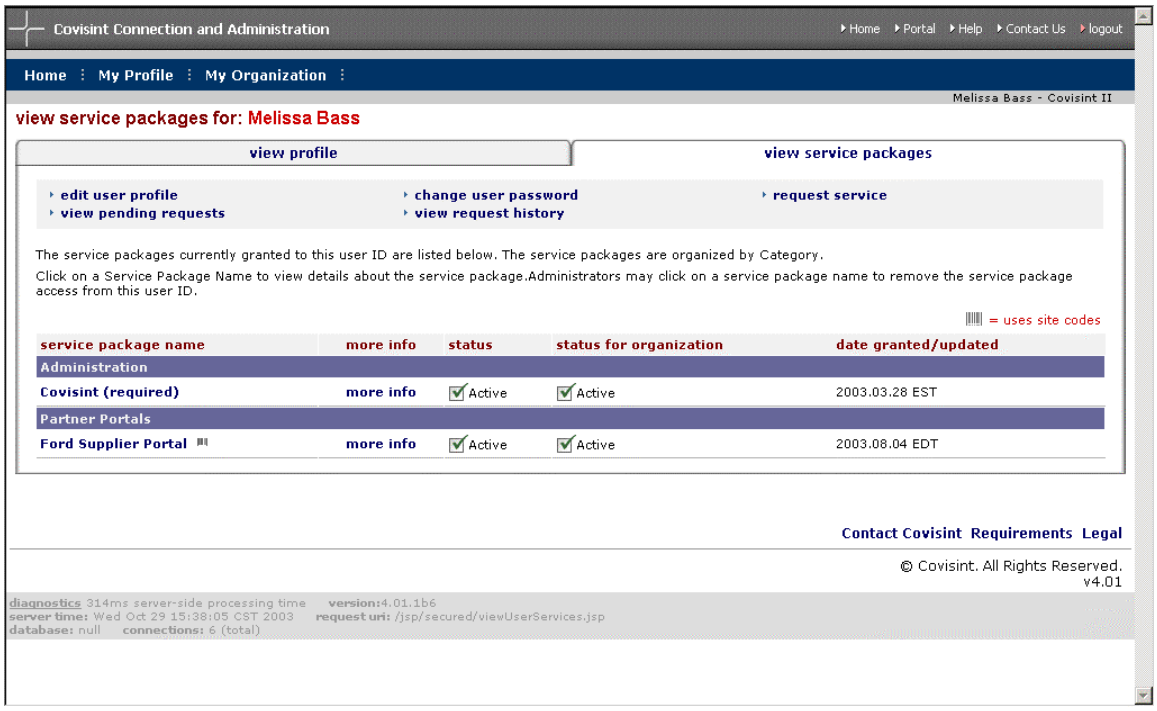
You may edit your user profile at any time by clicking the **edit profile** link at the top of the tab.

Finally, under the 'User Assigned Roles' section, you will find all roles you currently have relating to Covisint administration. Most users do not have any administrative roles.

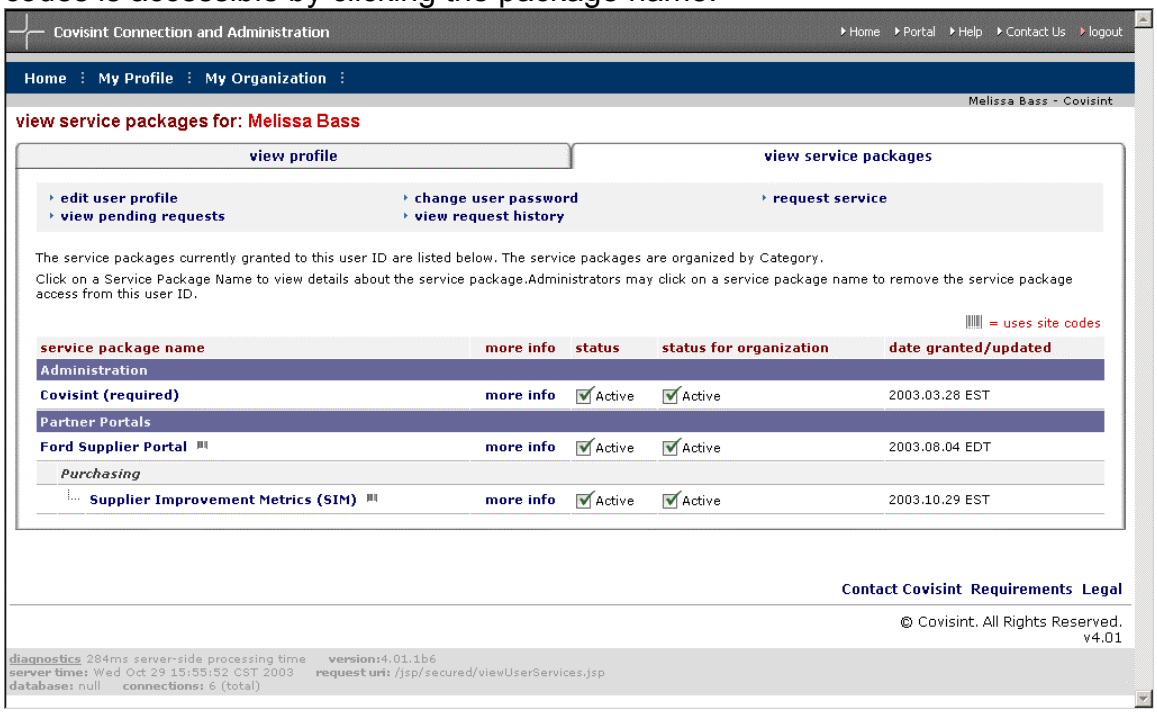
Your Security Administrator is the only person able to modify your assigned roles.

View Service Packages

All service packages to which you have access are listed on the View Service Packages screen and are organized by category.



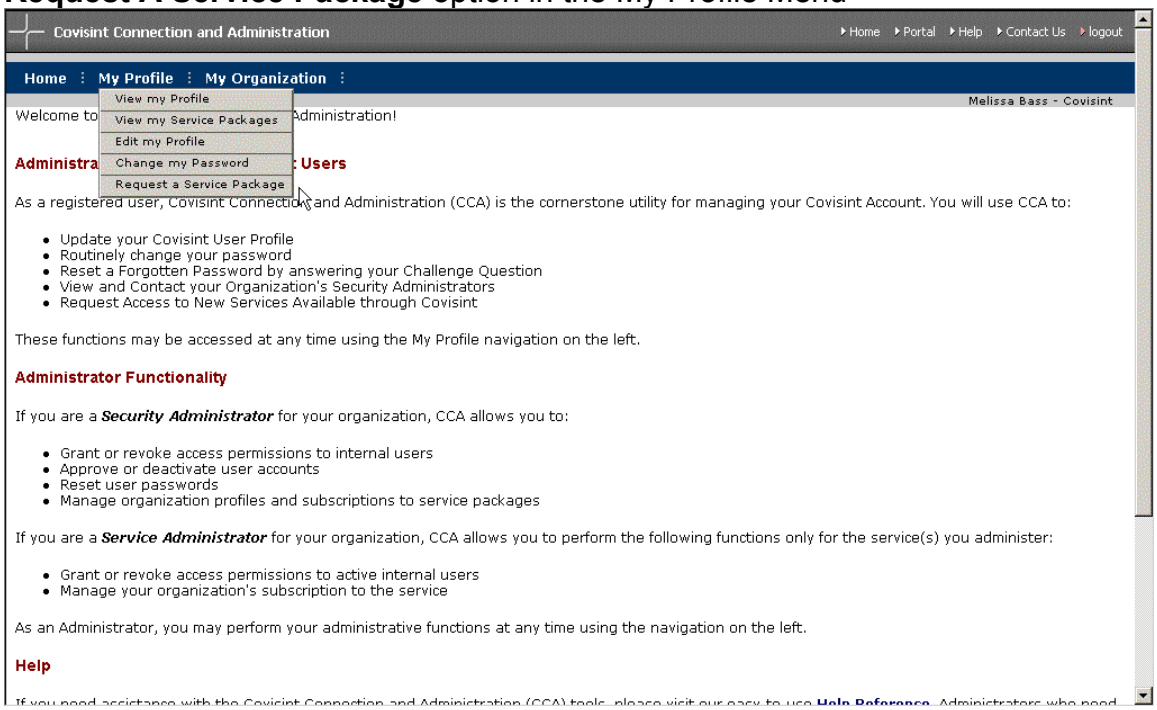
To view details of any service package grant, simply click the package name. If you subscribe to any Partner Portals, detailed information about the associated codes is accessible by clicking the package name.



Your organization's Security Administrator is able to modify your permissions to these service packages. To request a new service package, click the **Request Service** link.

Request Service Packages and Sub-Packages

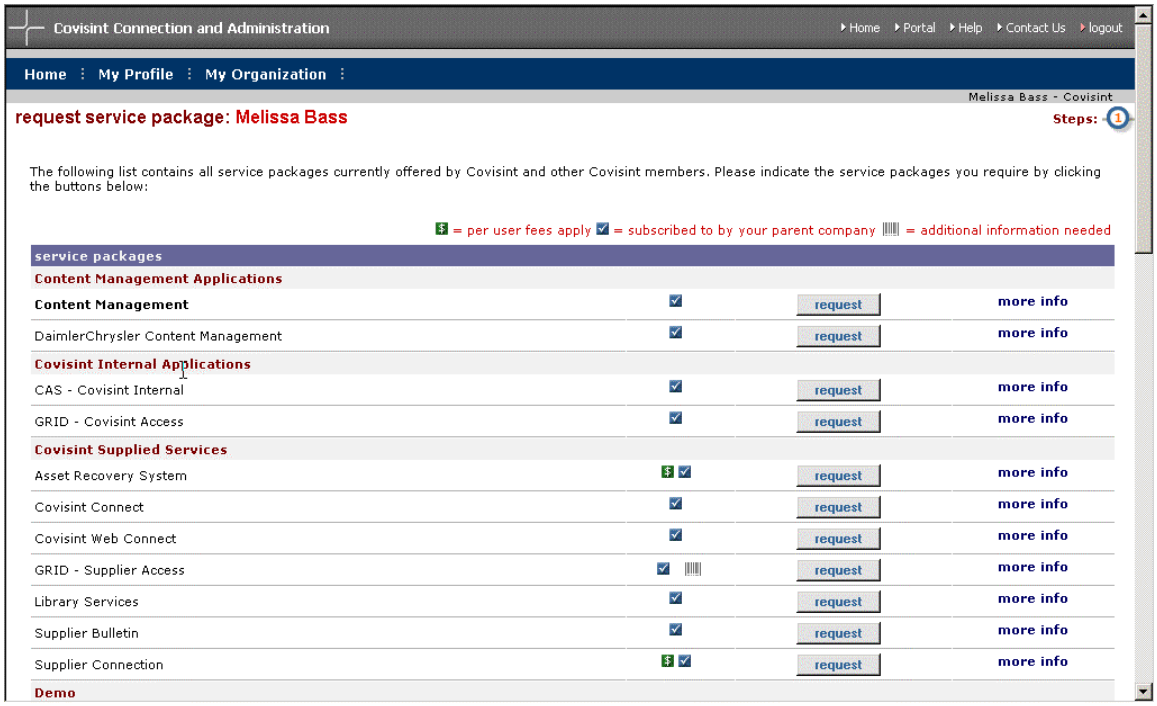
Some Service Packages contain Sub-Packages. Sub-packages are designed such that the parent package must be granted before the sub-packages become available. You can request a Service Package or a sub-package by clicking the **Request A Service Package** option in the My Profile Menu


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
View my Profile
View my Service Packages
Edit my Profile
Change my Password
Request a Service Package
Melissa Bass - Covisint
Welcome to
Administration!
Users
As a registered user, Covisint Connection and Administration (CCA) is the cornerstone utility for managing your Covisint Account. You will use CCA to:
Update your Covisint User Profile
Routinely change your password
Reset a Forgotten Password by answering your Challenge Question
View and Contact your Organization's Security Administrators
Request Access to New Services Available through Covisint
These functions may be accessed at any time using the My Profile navigation on the left.
Administrator Functionality
If you are a Security Administrator for your organization, CCA allows you to:
Grant or revoke access permissions to internal users
Approve or deactivate user accounts
Reset user passwords
Manage organization profiles and subscriptions to service packages
If you are a Service Administrator for your organization, CCA allows you to perform the following functions only for the service(s) you administer:
Grant or revoke access permissions to active internal users
Manage your organization's subscription to the service
As an Administrator, you may perform your administrative functions at any time using the navigation on the left.
Help

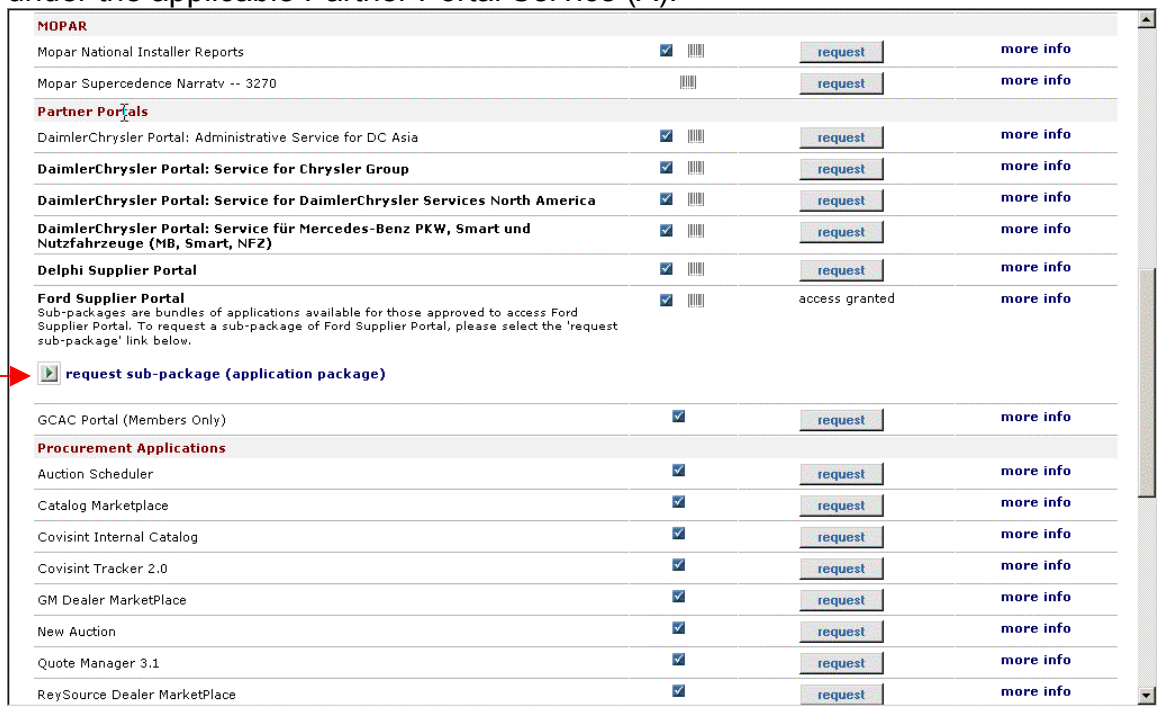
You will see a list of all requestable service packages. Click the **Request** button to request the service.

Note: the following symbols will help you understand attributes of certain packages:

- Packages already owned by your parent company will be denoted by a check mark.
- Packages that require site codes are denoted with a bar code symbol.
- Packages that will cause the user to incur fees are denoted with a dollar sign.



You can request Sub Packages by clicking on the **request sub-package** link under the applicable Partner Portal Service (A).



A

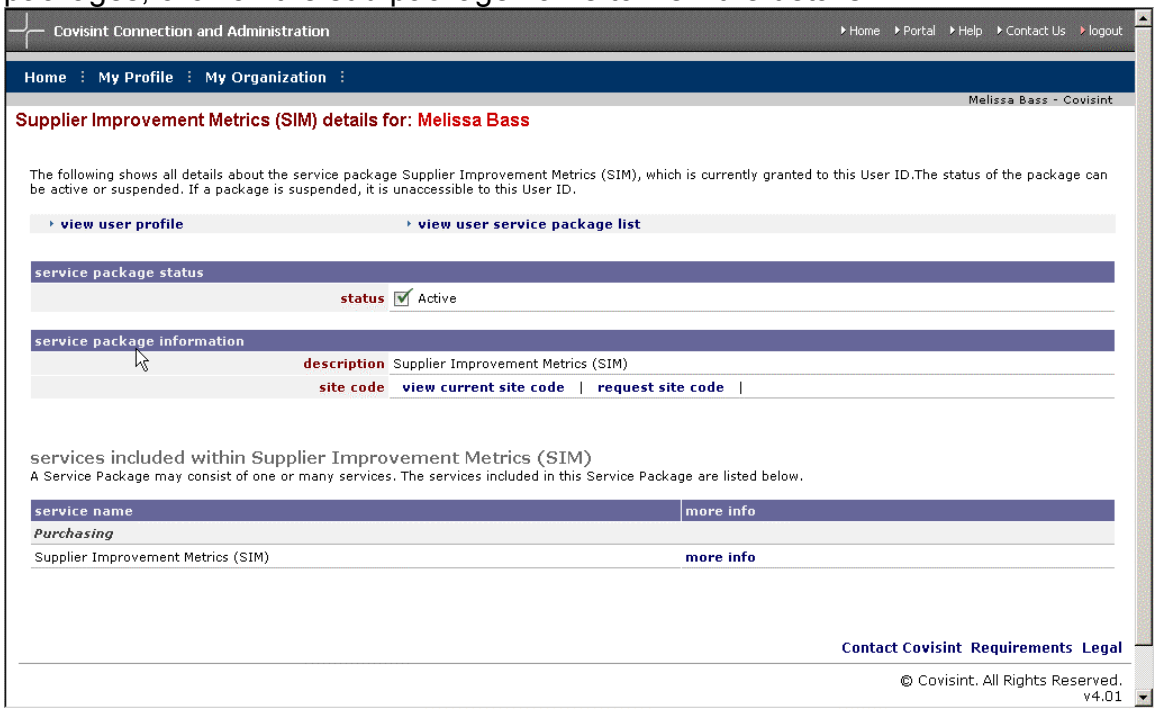
The request details will display. You will have the opportunity to enter a request reason. The request reason will help your administrator make appropriate decisions regarding your request. Click **Continue** to continue with the request.

If you have requested a service package that requires site codes, you will need to select a site code at this point. Confirm your request and submit it. Your request will be routed to your administrator for approval.

Note: If you requested a service or sub-package that is not already owned by your parent organization, your administrator will need to request those services on behalf of the organization before granting them to you.

Request Site Code

Some Sub-packages may require additional Site Codes. Sub-packages that require additional Site Codes are denoted with the barcode icon . To request site codes, which may be associated with certain service packages or sub-packages, click on the sub-package name to view the details.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Melissa Bass - Covisint
Supplier Improvement Metrics (SIM) details for: Melissa Bass
The following shows all details about the service package Supplier Improvement Metrics (SIM), which is currently granted to this User ID.The status of the package can be active or suspended. If a package is suspended, it is unaccessible to this User ID.
view user profile
view user service package list
service package status
status
Active
service package information
description
Supplier Improvement Metrics (SIM)
site code
view current site code
request site code
services included within Supplier Improvement Metrics (SIM)
A Service Package may consist of one or many services. The services included in this Service Package are listed below.
service name
more info
Purchasing
Supplier Improvement Metrics (SIM)
more info
Contact Covisint
Requirements
Legal
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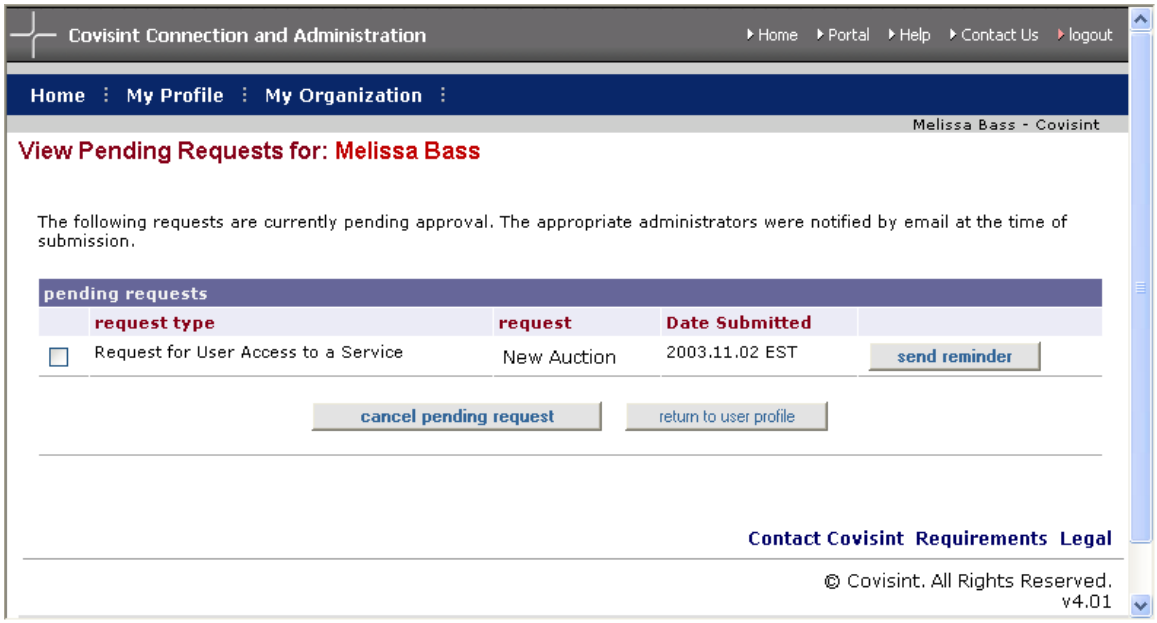
v4.01

Click **View Current Site Codes** to view the codes currently associated with this sub-package or click **Request Site Code** to request access to additional codes. Once you have requested access to site codes, your request will be routed to your administrator for approval.

View Pending Requests

You can view the status of all requests you have made. Click **View Profile** on the My Profile menu. You will see the **View Pending Requests** link in the options bar.



Click the **Send Reminder** button to email a reminder to the approving administrator(s). You will have the opportunity to edit the text of the reminder email before sending it to the administrator.

Click the check box next to the pending request and then click on the Cancel Pending Request button to withdraw the request.

View Request History

You can view your request history by clicking the **View Request History** link on your profile page. Your request history will detail all requests that you have made. The name of the evaluator, the date requested, and the date of decision are all displayed for each request. By clicking the request type you can view additional information regarding the request.

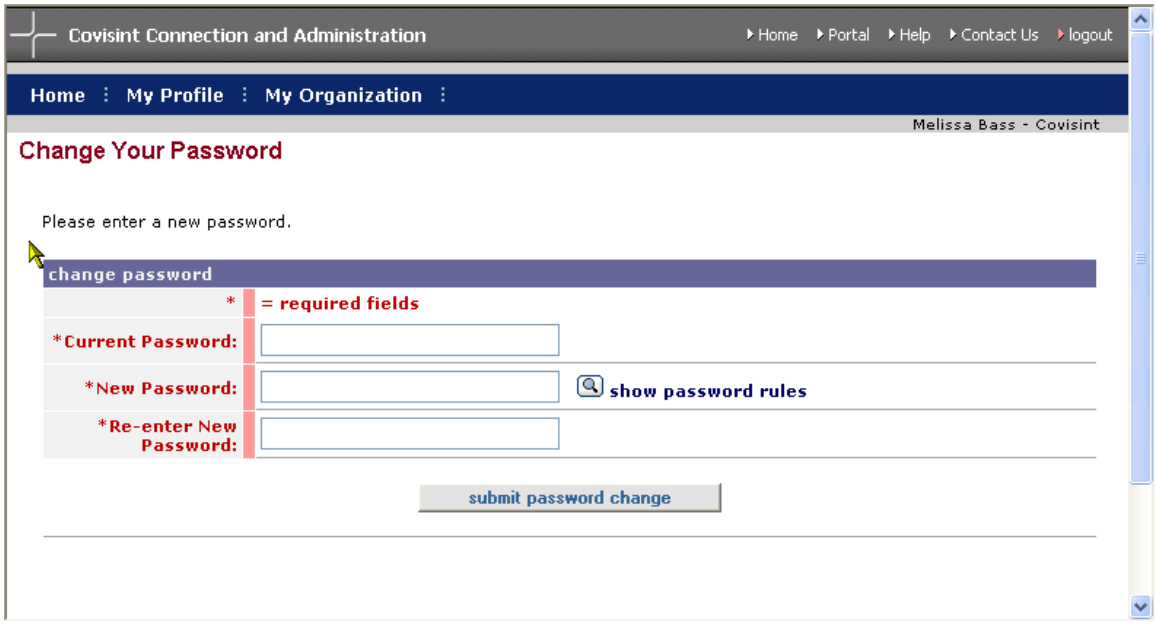
Edit My Information

All of your personal information listed under your user profile can be edited using the **Edit my Information** link on the main navigation or via the options links. To update or change any of your information, simply type in the new information in the text boxes provided. Once you have updated your profile, click **save changes**. If, after inputting new information, you decide to keep the old information, simply click on the **undo changes** button, which will reset the fields to their former state.

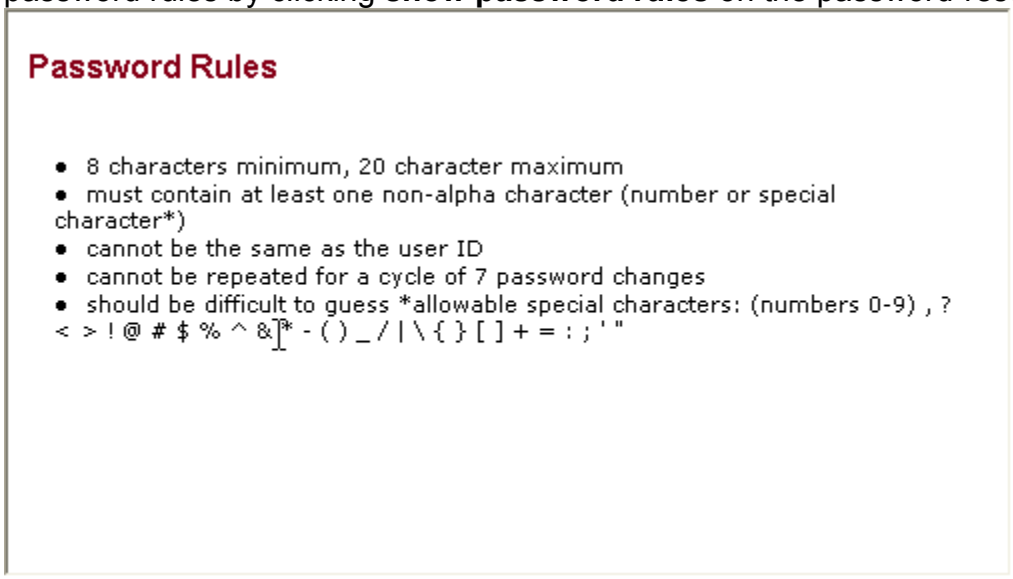
It is important that you keep your user profile up to date in order for your Security Administrator to inform you of any changes regarding your account or your service packages.

Change Password

It is important to change your password every 90 days to keep your account secure. To change your current password, click the **change password** link on the main navigation or via the options links. You will then be required to input the new password twice for verification.



Your password must adhere to Covisint security standards. You can view the password rules by clicking **show password rules** on the password-reset page.


Password Rules
8 characters minimum, 20 character maximum
must contain at least one non-alpha character (number or special character*)
cannot be the same as the user ID
cannot be repeated for a cycle of 7 password changes
should be difficult to guess *allowable special characters: (numbers 0-9) , ? < > ! @ # $ % ^ &* - ( ) _ / | \ { } [ ] + = : ; ' "

My Organization

The My Organization menu allows you access to the following functions:

- View My Organization Profile
- View My Organization Services
- View My Organization Administrators.

View My Organization Profile

By choosing **View My Organization Profile** from the My Organization menu you will be able to view your organization's name, address information, and the name(s) of your Security Administrator.

View My Organization Services

You can view a list of all services, sub-packages and site codes to which your organization has access by selecting the **View My Organization Services** option from the My Organization menu. You can click any service to see what site codes (if any) your organization has access to for that service.

View My Organization Administrators

You can view a list of all administrators for your organization by clicking **View My Organization Administrators** from the My Organization menu. This page will list not only your Security Administrator(s), but also any Organization Service Administrators that may have been designated in your organization.

90-Day Inactivity Functionality

CCA can track how often you use Partner Portal applications. Ford, for example, has chosen to have CCA track how often people are using the FSP applications by opting to use the 90-Day Inactivity functionality. If you subscribe to FSP, you must launch one FSP application at least once every 90 days or your FSP status will become inactive. Once your status is inactive, your user ID appears on an "Inactivity Report" used by Ford, which may be used as a basis for removing FSP access entirely.

To check your FSP status, select **View Service Packages** in the My Profile menu. You will see the status of your Ford Supplier Portal grant set to active or inactive. If your grant is set to inactive, your Security Administrator can easily re-activate your FSP grant.

III. ADMINISTRATOR MANUAL

Objectives

The Administrator Manual explains the tasks necessary to maintain your organization's data and to administer your users. This manual will cover such processes as:

- Viewing and Editing your organization profile
- Viewing and Requesting service packages on behalf of your organization
- Viewing and maintaining your organization's hierarchy
- Viewing and issuing decisions on user requests
- Viewing reports
- Maintaining user profiles, roles, services and site codes.
- Registering a new user or organization

Administrator Roles and the Delegated Model

Before jumping into the functionality, it is good to understand the different types of administrator roles as well as a brief overview of the delegated administration model.

The Delegated Model

CCA is designed to give power to people who are best in a position to manage user access and security decisions. In some companies, this may be accomplished through a central office; while in other companies, this may be accomplished by delegating responsibility to people spread throughout the company. The delegated model allows each company to set up the structure that best fits their needs for managing security.

The delegated model allows a single company to set up one or more organizations in CCA. CCA organizations are simply groupings of users with their own administrator(s) and their own available service packages. Organizations that are created below the parent organization are called divisions. Administrators in the parent organization can perform tasks on users in the divisions below.

Administrator Roles

There are several administrator roles available in CCA that can be assigned to users. These roles can be used independently or multiple roles can be combined for a broader variety of administrative options. The available roles are:

- ✓ Organization Password Administrator
- ✓ Organization Service Administrator
- ✓ User Account Administrator
- ✓ Security Administrator

Each organization must have at least one Security Administrator. The Security Administrator holds a superset of all administrator rights and responsibilities. Your organization can have as many or as few administrators as you wish.

Organization Password Administrator

This role provides the ability to search for users, to view users' profiles and to reset users' passwords. Note that users should still be encouraged to reset their own password, using the self-reset functionality.

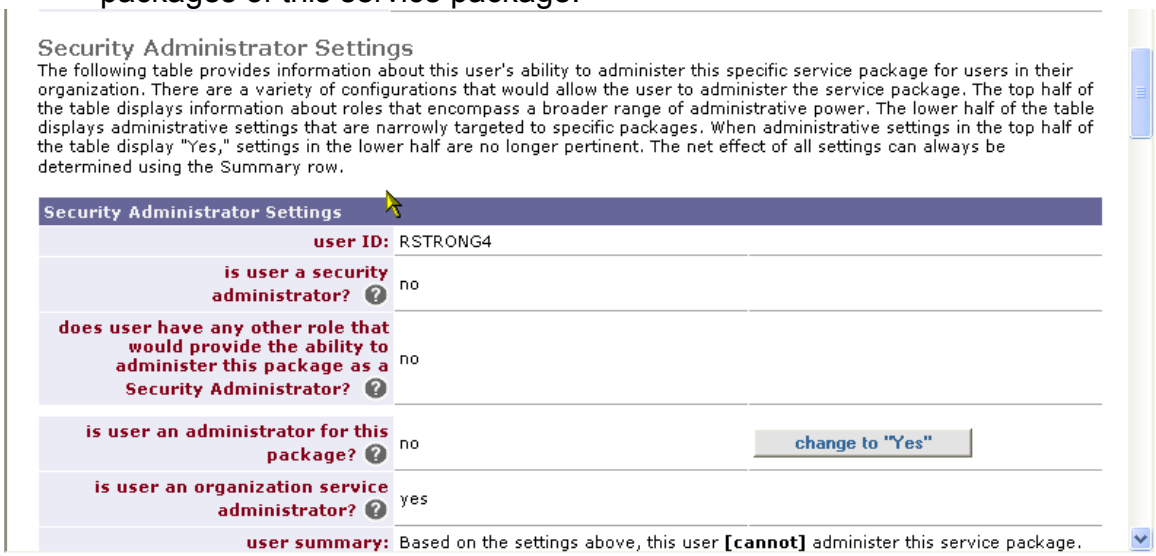
Organization Service Administrator

This role allows a user to administer a *specific* service package as well as all site codes and sub-packages associated with it.

Granting the Organization Service Administrator role is a two-step process:

1. First, the user must be granted the role and the service package they will be administering.
2. Once the Organization Service Administrator role has been granted, the Security Administrator will need to "flag" the particular service package with which to associate the role.

   In order to "flag" the service package, view the user's service packages, then click on the service the user will administer. Scroll down to the Security Administrator Settings. You will see the question "is user an administrator for this package?" Click the **change to "Yes"** button. This will allow the user to approve requests related to this service package, including user and organization requests, associated site codes or sub packages of this service package.


Security Administrator Settings
The following table provides information about this user's ability to administer this specific service package for users in their organization. There are a variety of configurations that would allow the user to administer the service package. The top half of the table displays information about roles that encompass a broader range of administrative power. The lower half of the table displays administrative settings that are narrowly targeted to specific packages. When administrative settings in the top half of the table display "Yes," settings in the lower half are no longer pertinent. The net effect of all settings can always be determined using the Summary row.
Security Administrator Settings
user ID: RSTRONG4
is user a security administrator? no
does user have any other role that would provide the ability to administer this package as a Security Administrator? no
is user an administrator for this package? no
change to "Yes"
is user an organization service administrator? yes
user summary: Based on the settings above, this user [cannot] administer this service package.

- Note: The Organization Service Administrator role does not allow the approval of *new users*. Thus if a new user registers and requests a service along with their new user ID, the Organization Service Administrator will not be able to approve or reject the service request until the user has been approved by a Security Administrator or User Account Administrator.

User Account Administrator

This role allows the approval or rejection of new user IDs. This role is appropriate for someone in a position to confirm that the user should have access to Covisint

(i.e. a human resources analyst, etc.). The User Account Administrator can also be used in conjunction with the Organization Service Administrator role to allow the Organization Service Administrator to approve new users who have requested the particular service package(s) that they administer.

Security Administrator

The Security Administrator can perform the following major functions:

- Grant or revoke service package and site code access permissions to users or divisions
- Approve, reject or permanently remove user accounts
- Reset user passwords
- Manage organization profiles and subscriptions to service packages

Every CCA organization must have at least one Security Administrator.

Home Page Navigation and Menus

The CCA Home Page is customized for administrators. The menus and content you see is different from that of non-administrative users. The home page will update periodically with announcements of new functionality and/or updated content for the frequently asked questions.

Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Covisint Connection and Administration for: Scott Klender
IMPORTANT ANNOUNCEMENT
Covisint Connection and Administration has changed its look. If you're trying to find the familiar menus that used to appear on the left side of the screen, just look up. The menus have been moved to the top of the page and now use drop-down functionality to conserve space.
COMMON ACTIONS
View pending user requests
View pending organization requests
My organization services
Audit users
Invite users
FREQUENTLY ASKED QUESTIONS
Q. How do I create new users?
A. You can invite new users to register by clicking on the Invite User link under the Users tab. The user will then receive an email invitation that provides direction and a link to the self-registration site. Once the user is finished, you will be notified via email. You will then be able to approve the user.
Q. I invited a user, but the user never received the invitation?

Organization Administration Functionality Objectives

The Organization Administration will walk you through the various aspects of administering the services, site codes and reports for your organization. The

Organization Administration section is split into five (5) sections that primarily mirror the navigation menus:

- My Organization
- Search
- Administration
- Reports
- Service Authority Organization Designation

My Organization

My Organization

Within the 'my organization' menu and screens you are able to perform the following functions:

- View organization profile
- View service packages
- View hierarchy
- View users
- Edit organization profile
- Add service packages
- Suspend organization

ALL administrative functions for your organization are housed in this section. Therefore, any changes here affect the entire organization. Use the 'My Profile' section for creating updates to your personal profile only.

View Organization Profile

All organization contact information on file is available from this page, including the names of the organization’s Security Administrators. If you are the Security Administrator for this organization, the option links, located across the top of the profile screen, are accessible only to you.

Options

Four options are available to assist you in managing the information contained in your organization's profile:

- ✓ Edit organization profile
- ✓ View grant history
- ✓ View request history
- ✓ View pending requests

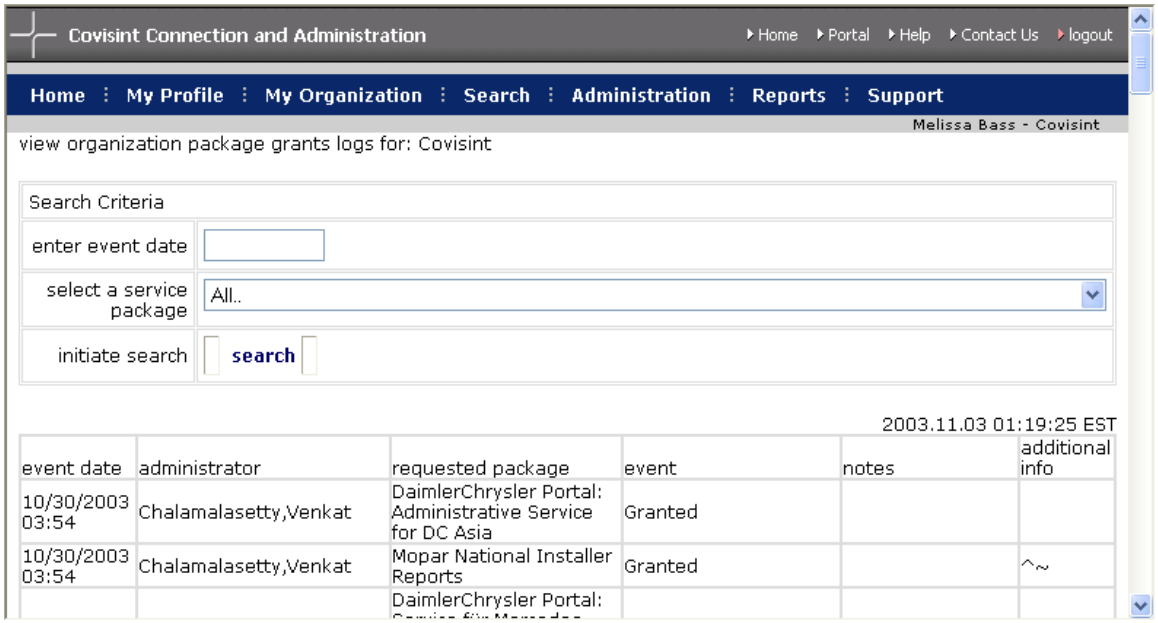
These options are available on all Organization pages.

Options: Edit Organization Profile

You can edit your organization's contact information by clicking the **edit organization profile** option.

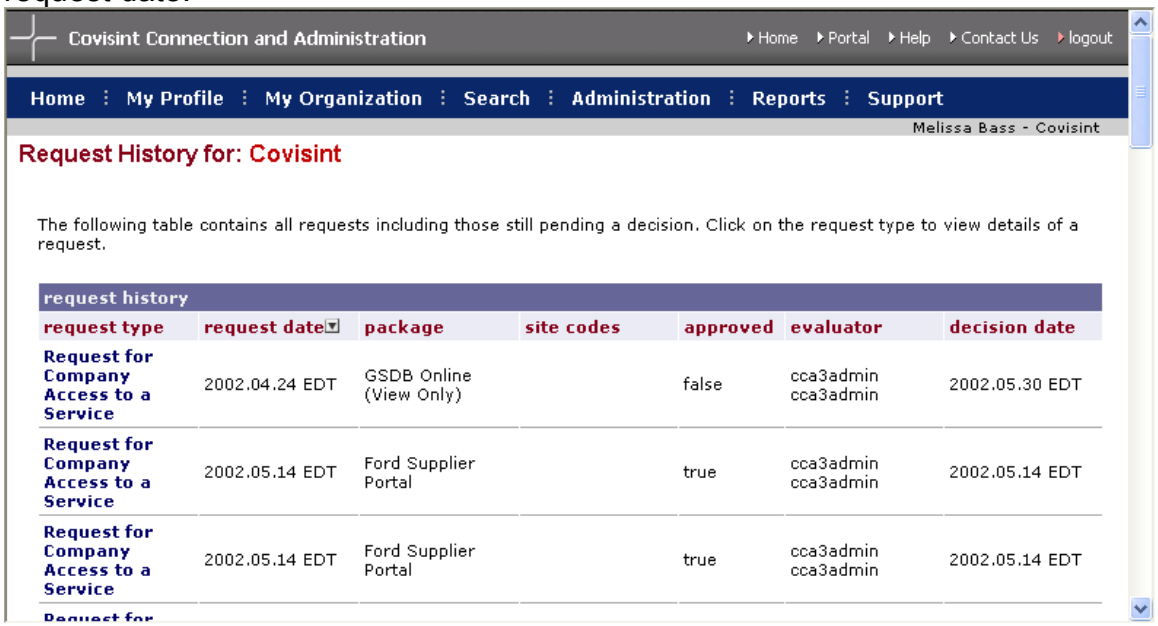
Options: View Grant History

By clicking the **view grant history** option you can view the history of all service packages and site codes granted to your organization, as well as the date of the grant and the name of the grantor. You can search for particular grant information by entering an event date or by selecting a service package and clicking **search**.



Options: View Request History

You can view the history of all organization requests for services and site codes by clicking the **view request history** option on the View Profile page. The Request History logs the request type, request date, package, site codes, approval status, evaluator's name and decision date. Clicking the request type will allow you to view the decision reason. The Request History is sorted by the request date.



Options: View Pending Requests

You can view all pending requests submitted by your organization by clicking the **view pending requests** option in the View Profile screen. The pending request

screen will display the date that the request was made and what type of administrator can approve it (i.e. Service Owner, Parent Organization, SAO).

Note: See last section of the Administrator Manual on page 44 for an explanation of Service Authority Organizations (SAO).

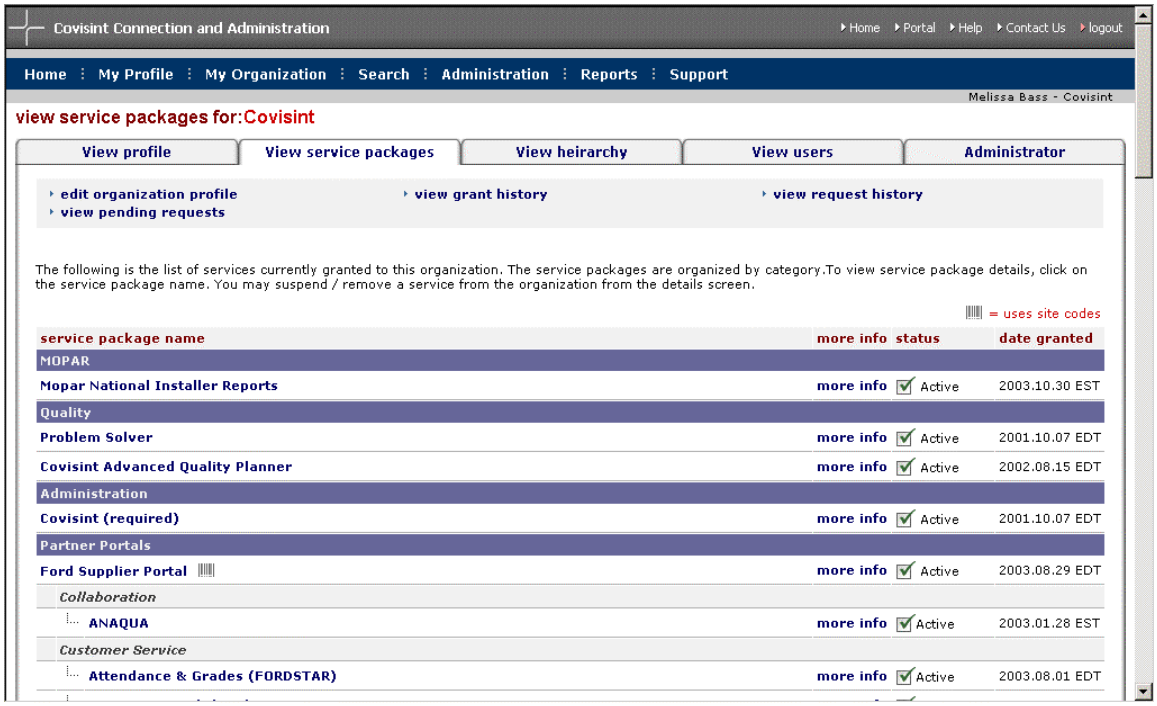
You can send an email reminder to the approving authority from the View Pending Requests screen by clicking the **send reminder** button. You will have the opportunity to edit the reminder email before it is sent.

If your organization no longer requires a pending service package or site code, you can cancel your request by checking the check box next to the request and then clicking the **cancel pending request** button.

View Service Packages

All of the service packages to which your organization currently subscribes are listed on the 'view service packages' tab/menu option. They are sorted by category. Sub-packages, if applicable, are grouped under the parent service package. The status of the service package grant is listed along with the date the package was granted.

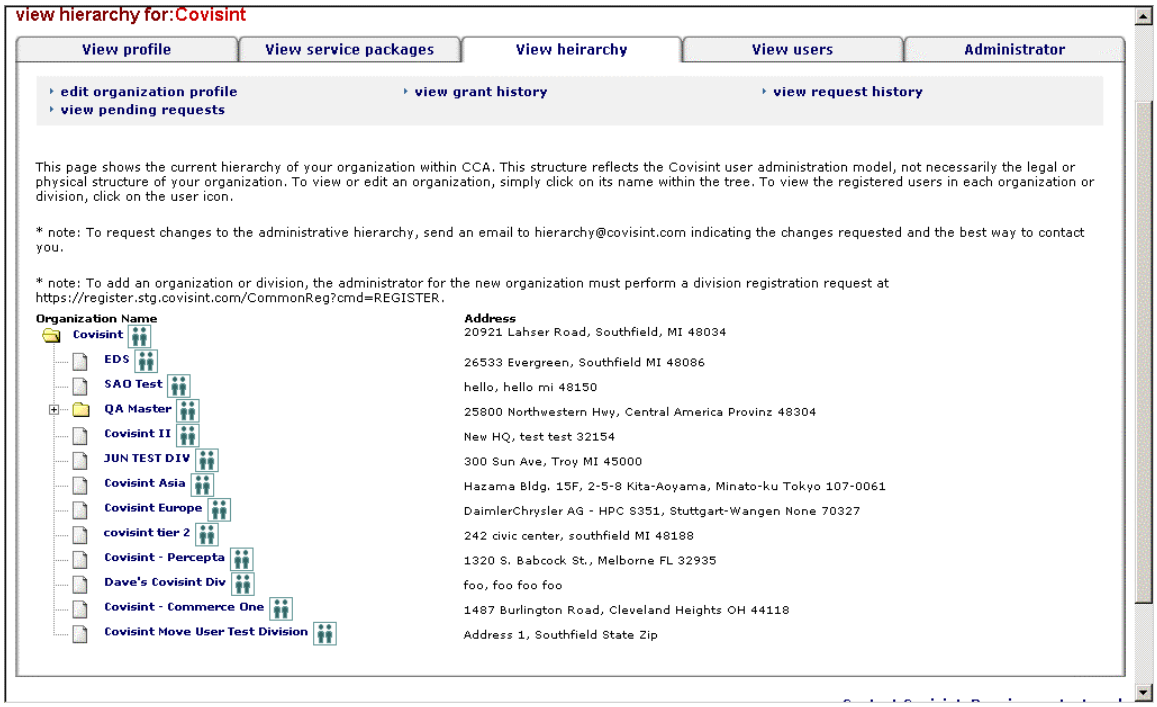
To view details of the various service packages, simply click the **more info** link.



View Hierarchy

The 'view hierarchy' tab/menu option shows the current hierarchy of your organization within CCA. This structure reflects the Covisint user administration model, not necessarily the legal or physical structure of your organization. To view or edit an organization, simply click on its name within the organizational tree. To view the registered users in each organization or division, click on the user icon.

To add an organization or division, the Security Administrator for the new organization must add a new organization division via the registration function at: https://us.register.covisint.com/start.html.


view hierarchy for:Covisint
View profile
View service packages
View heirarchy
View users
Administrator
edit organization profile
view pending requests
view grant history
view request history
This page shows the current hierarchy of your organization within CCA. This structure reflects the Covisint user administration model, not necessarily the legal or physical structure of your organization. To view or edit an organization, simply click on its name within the tree. To view the registered users in each organization or division, click on the user icon.
* note: To request changes to the administrative hierarchy, send an email to hierarchy@covisint.com indicating the changes requested and the best way to contact you.
* note: To add an organization or division, the administrator for the new organization must perform a division registration request at https://register.stg.covisint.com/CommonReg?cmd=REGISTER.
Organization Name
Address
Covisint
20921 Lahser Road, Southfield, MI 48034
EDS
26533 Evergreen, Southfield MI 48086
SAO Test
hello, hello mi 48150
QA Master
25800 Northwestern Hwy, Central America Provinz 48304
Covisint II
New HQ, test test 32154
JUN TEST DIV
300 Sun Ave, Troy MI 45000
Covisint Asia
Hazama Bldg. 15F, 2-5-8 Kita-Aoyama, Minato-ku Tokyo 107-0061
Covisint Europe
DaimlerChrysler AG - HPC S351, Stuttgart-Wangen None 70327
covisint tier 2
242 civic center, southfield MI 48188
Covisint - Percepta
1320 S. Babcock St., Melborne FL 32935
Dave's Covisint Div
foo, foo foo foo
Covisint - Commerce One
1487 Burlington Road, Cleveland Heights OH 44118
Covisint Move User Test Division
Address 1, Southfield State Zip

View Users

The 'view users' tab shows all users in your organization.

To view the details of any user, click on the user name. This will display the user administration screen where you may perform a number of administrative functions relevant to the user, including modifying roles and suspending the user.

All user administration tasks are most easily accessed by first Searching for the User.

Request a Service or Site Code for My Organization

This functionality is used to request access to a new service, sub-package or site code on behalf of your organization. Before you can grant any service, sub-package or site code to a user, it must be granted to your organization.

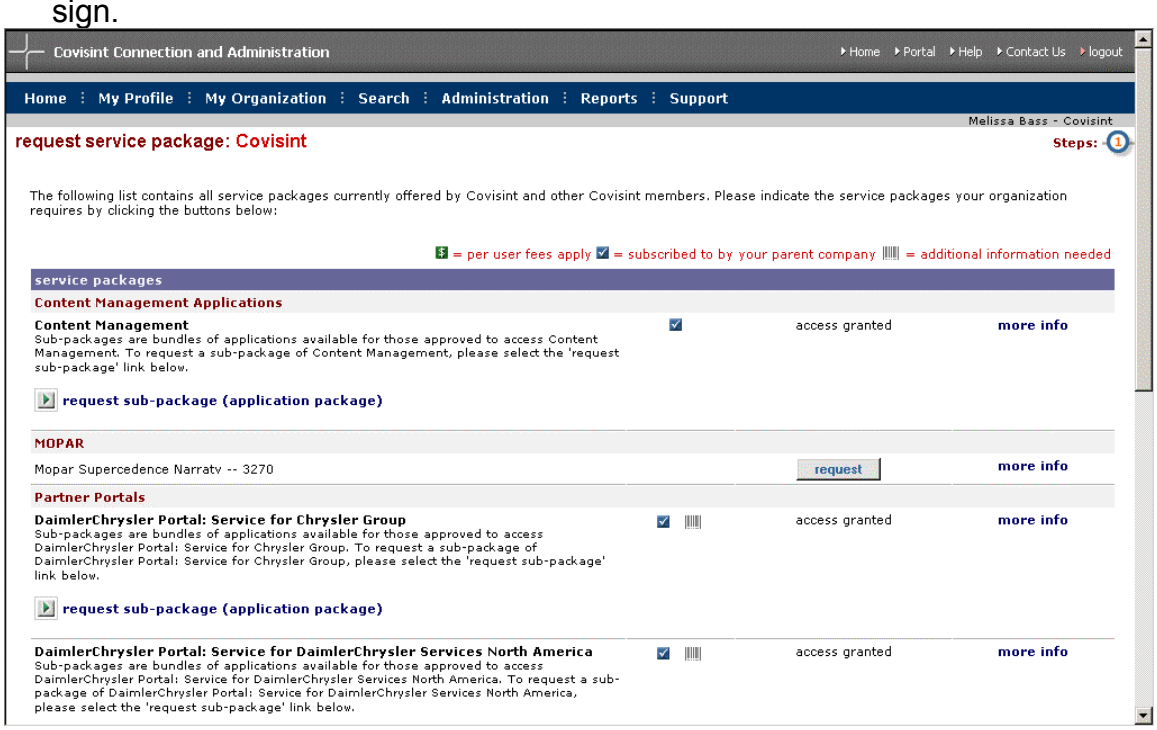
Request a Service Package

Request a service by clicking on the **Request A Service Package for My Organization** option from the My Organization menu. A list of all service packages not already granted to your organization will display. Click on the request button next to the service package name. Your request will be routed to the approving administrator and you will be notified via email once a decision has been issued for your request.

If access has already been granted to your company you will see the words **access granted** next to the service package name and description.

Icons indicating the following functionality are noted next to each service package as appropriate:

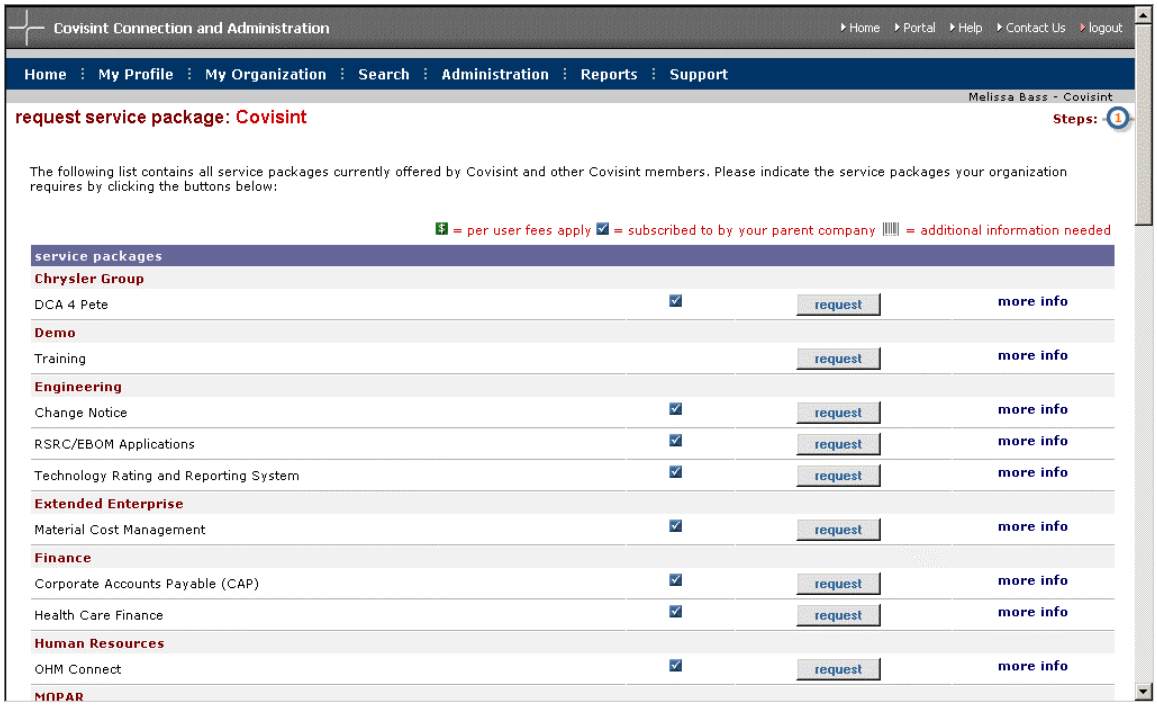
- Packages already owned by your parent company will be denoted by a check mark.
- Packages that require site codes are denoted with a bar code symbol.
- Packages that will cause the user to incur fees are denoted with a dollar sign.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
request service package: Covisint
Steps:
The following list contains all service packages currently offered by Covisint and other Covisint members. Please indicate the service packages your organization requires by clicking the buttons below:
= per user fees apply
= subscribed to by your parent company
= additional information needed
service packages
Content Management Applications
Content Management
Sub-packages are bundles of applications available for those approved to access Content Management. To request a sub-package of Content Management, please select the 'request sub-package' link below.
access granted
more info
request sub-package (application package)
MOPAR
Mopar Supercedence Narratv -- 3270
request
more info
Partner Portals
DaimlerChrysler Portal: Service for Chrysler Group
Sub-packages are bundles of applications available for those approved to access DaimlerChrysler Portal: Service for Chrysler Group. To request a sub-package of DaimlerChrysler Portal: Service for Chrysler Group, please select the 'request sub-package' link below.
access granted
more info
request sub-package (application package)
DaimlerChrysler Portal: Service for DaimlerChrysler Services North America
Sub-packages are bundles of applications available for those approved to access DaimlerChrysler Portal: Service for DaimlerChrysler Services North America. To request a sub-package of DaimlerChrysler Portal: Service for DaimlerChrysler Services North America, please select the 'request sub-package' link below.
access granted
more info

Request a Sub-package

To request a sub-package (sometimes referred to as an application) of a particular package, click the **request sub-package (application package)** link beneath the package. The package must be granted to the organization before the sub-package can be requested or granted.

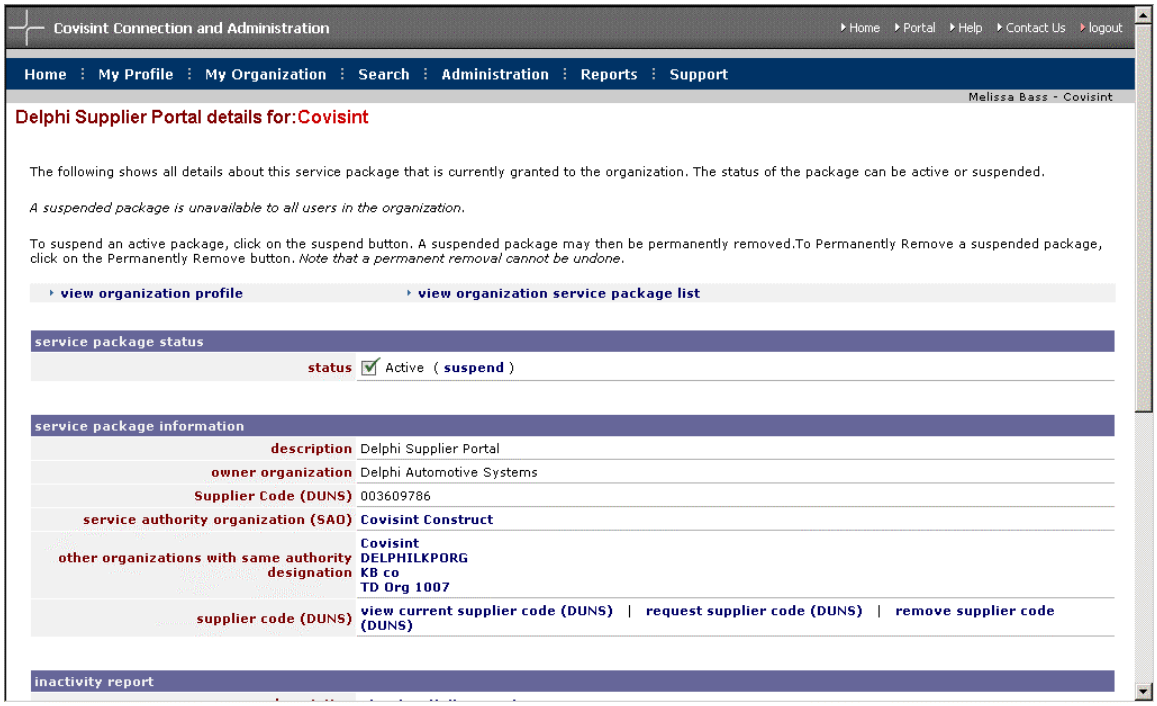
A list of sub-packages will appear. Click on the request button next to the one you wish to request.



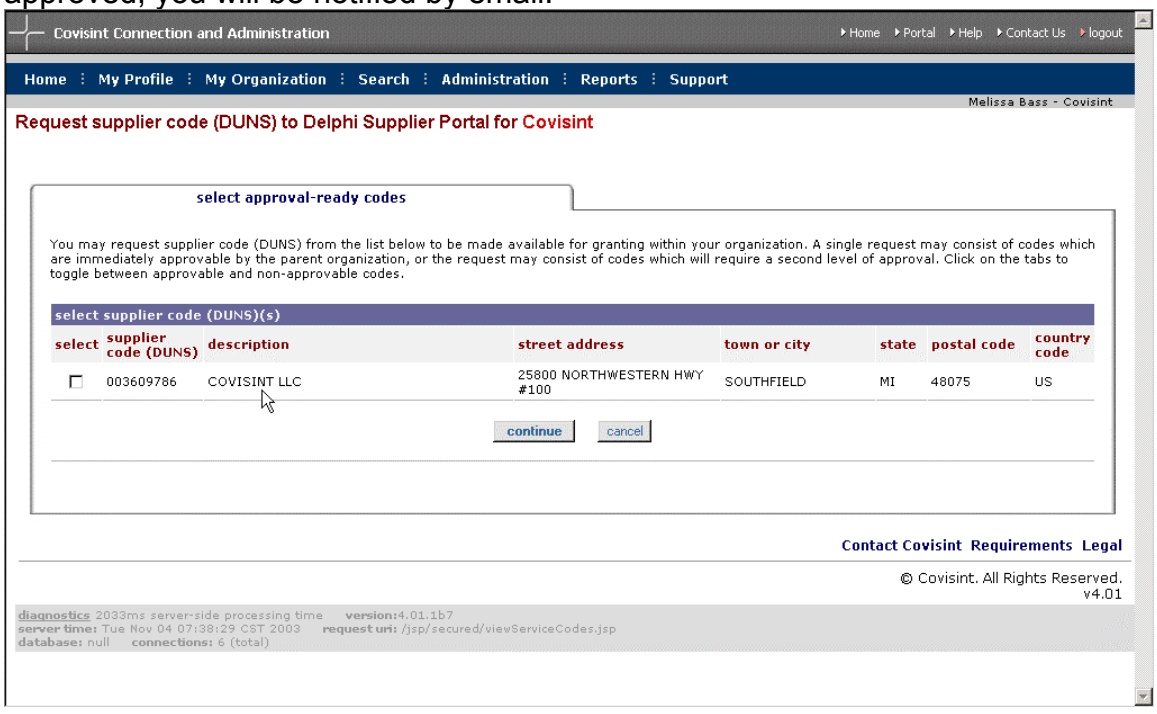
Request a site code

Many packages and sub-packages require the use of site codes. If your organization is a non–SAO (see the description of Service Authority Organizations on page 44) or is a division of a parent organization, you will not automatically have access to all site codes that your parent or SAO organization may have.

To request access to additional site codes, start by selecting the **View Service Packages** link from the My Organization menu, then click the service for which you wish to request the code. You will see a list of supplier codes in the service package information box. Click the **request supplier code** link.

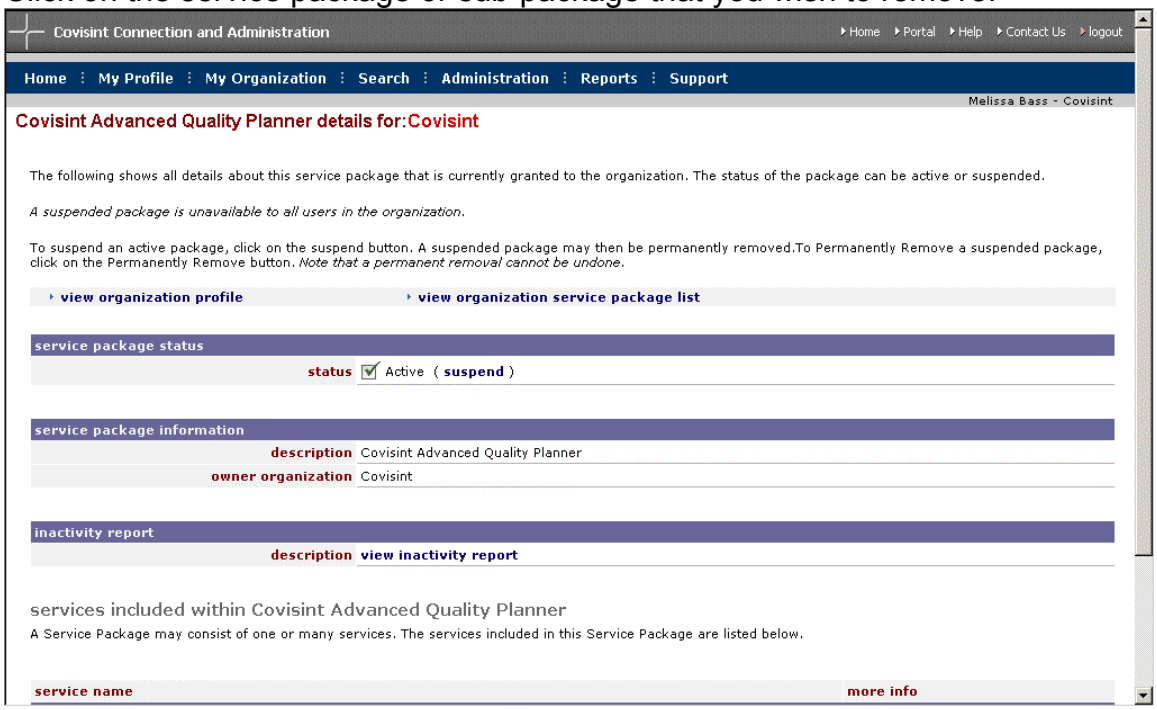

Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Delphi Supplier Portal details for:Covisint
The following shows all details about this service package that is currently granted to the organization. The status of the package can be active or suspended.
A suspended package is unavailable to all users in the organization.
To suspend an active package, click on the suspend button. A suspended package may then be permanently removed.To Permanently Remove a suspended package, click on the Permanently Remove button. Note that a permanent removal cannot be undone.
view organization profile
view organization service package list
service package status
status
Active (suspend)
service package information
description
Delphi Supplier Portal
owner organization
Delphi Automotive Systems
Supplier Code (DUNS)
003609786
service authority organization (SAO)
Covisint Construct
other organizations with same authority designation
Covisint
DELPHILKPORG
KB co
TD Org 1007
supplier code (DUNS)
view current supplier code (DUNS) | request supplier code (DUNS) | remove supplier code (DUNS)
inactivity report

You will see a list of codes from which you may select. Check the check box (es) next to the code you wish to select and click **continue**. Your request will be routed to appropriate administrator(s) for approval. Once your request has been approved, you will be notified by email.



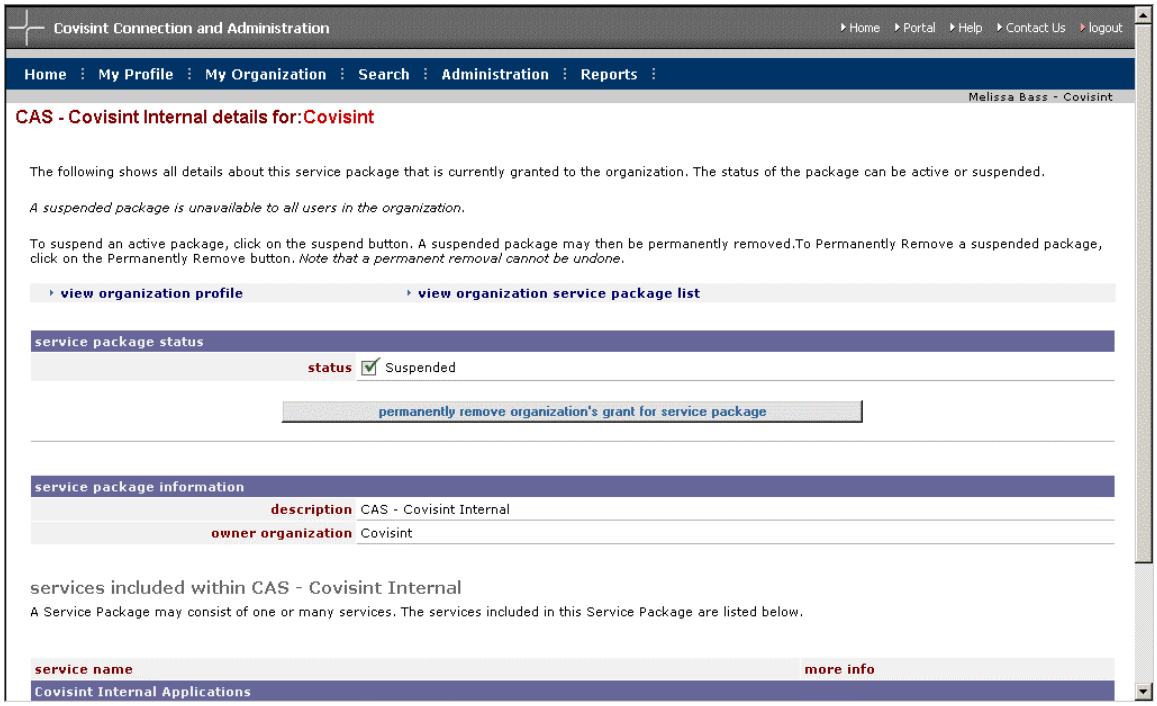
Remove a Service or Site Code from My Organization

You can remove a service or sub-package from your organization by selecting the **View my Organization Services** option from the My Organization menu. Click on the service package or sub-package that you wish to remove.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Covisint Advanced Quality Planner details for:Covisint
The following shows all details about this service package that is currently granted to the organization. The status of the package can be active or suspended.
A suspended package is unavailable to all users in the organization.
To suspend an active package, click on the suspend button. A suspended package may then be permanently removed.To Permanently Remove a suspended package, click on the Permanently Remove button. Note that a permanent removal cannot be undone.
view organization profile
view organization service package list
service package status
status
Active (suspend)
service package information
description
Covisint Advanced Quality Planner
owner organization
Covisint
inactivity report
description
view inactivity report
services included within Covisint Advanced Quality Planner
A Service Package may consist of one or many services. The services included in this Service Package are listed below.
service name
more info

Click the **suspend** link next to the status indicator. You will be required to enter a suspension reason. Suspension is a temporary state, however suspending a service will make it immediately inaccessible to your users.

You can permanently remove the service if you believe your organization will never need access to it again. First you must suspend the service package. Once the service package has been suspended, view the service package details again and click **permanently remove organization's grant for service package** button.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Melissa Bass - Covisint
CAS - Covisint Internal details for:Covisint
The following shows all details about this service package that is currently granted to the organization. The status of the package can be active or suspended.
A suspended package is unavailable to all users in the organization.
To suspend an active package, click on the suspend button. A suspended package may then be permanently removed.To Permanently Remove a suspended package, click on the Permanently Remove button. Note that a permanent removal cannot be undone.
view organization profile
view organization service package list
service package status
status
Suspended
permanently remove organization's grant for service package
service package information
description
CAS - Covisint Internal
owner organization
Covisint
services included within CAS - Covisint Internal
A Service Package may consist of one or many services. The services included in this Service Package are listed below.
service name
more info
Covisint Internal Applications

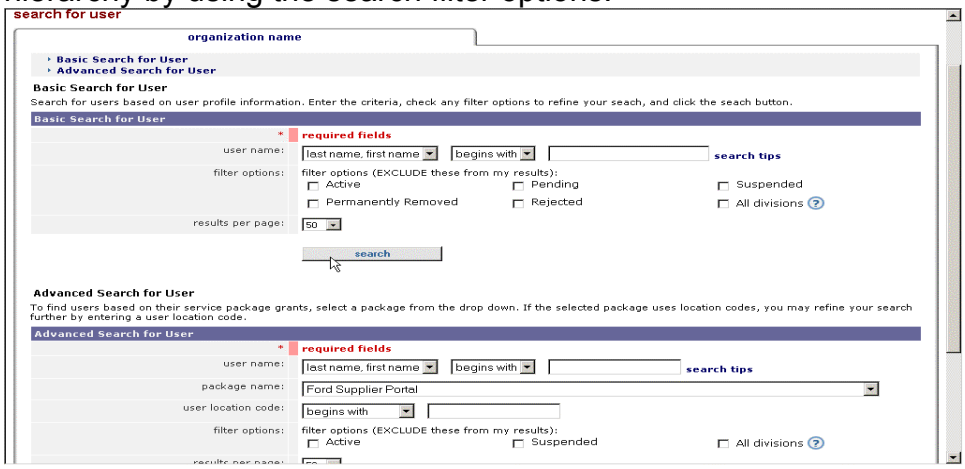
Search

Search for Users in My Organization

CCA provides two options when searching for a user within your organization: the Basic search and the Advanced Search.

The Basic Search involves entering the user's last name, first name, email address, telephone number or user ID in the search box. Select the appropriate search criteria from the drop down menu, and then click on the **Search** button.

Use the filter options to narrow your search. You can exclude active users, pending users, suspended users, rejected users or users from divisions of your hierarchy by using the search filter options.

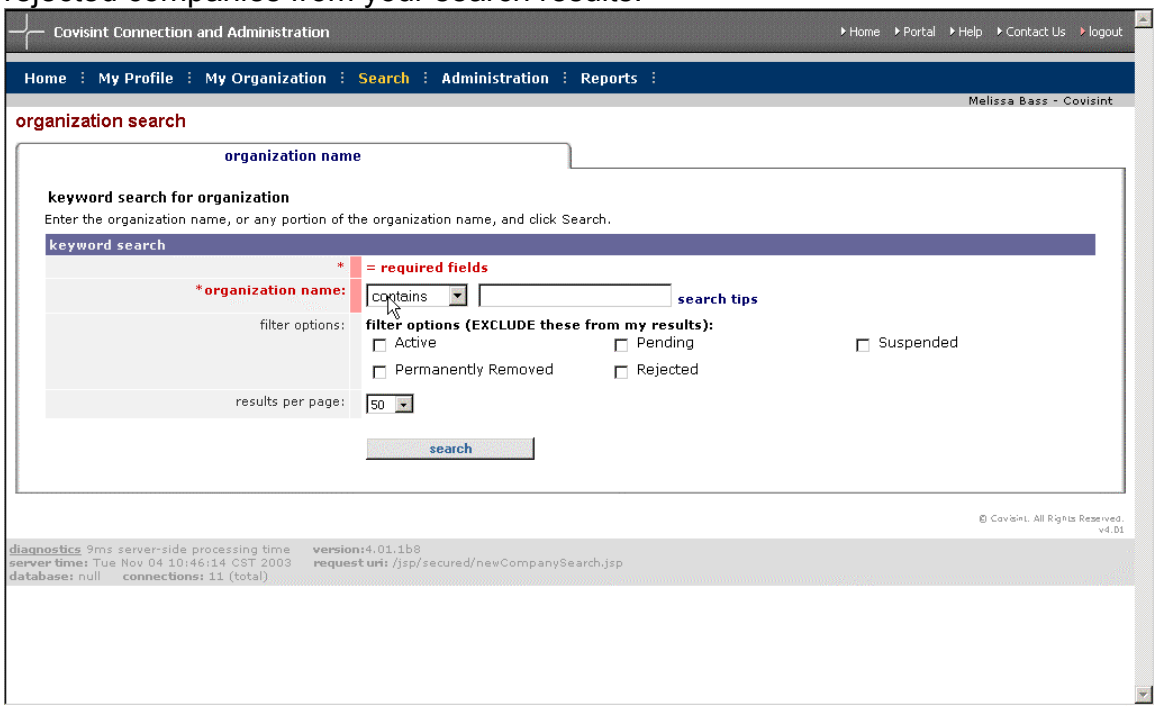


Use the advanced search options to search for all users in your organization with a given service package or site code.

Search for Divisions in My Organizations Hierarchy

Search for divisions in your organization by clicking on the **Search for Divisions** option in the Search menu. Select the search criteria from the drop down menu, then input the name of the organization and click Search.

Use the filter options to narrow your search. Click on the check box(es) next to the filter options to exclude active, pending, suspended, permanently removed or rejected companies from your search results.



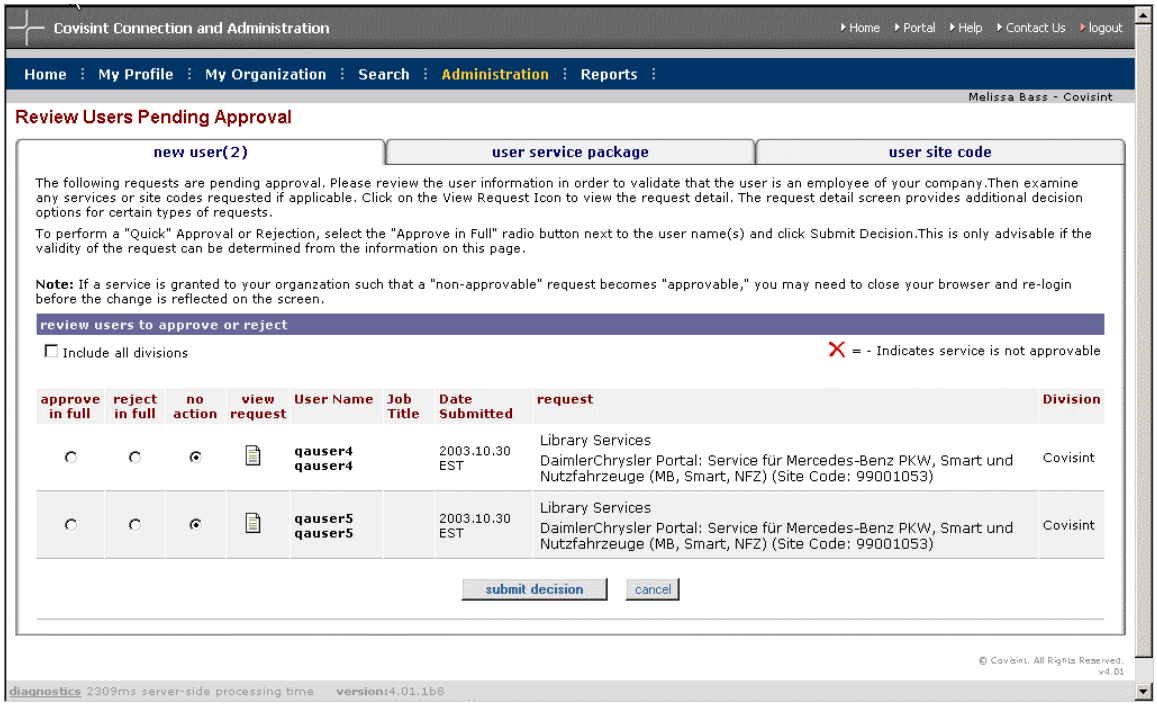
Administration

Pending Requests → User Requests

Access pending user requests by clicking the **User Requests** sub-menu under the Pending option in the Administration menu. User requests are broken out into three tabs:

- ✓ New Users
- ✓ User Service Requests
- ✓ User Site Code requests

The number of pending user requests for each and a summary of user information is listed in parenthesis on each tab. Services to which your organization does not subscribe are denoted with the red **X** icon.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Melissa Bass - Covisint
Review Users Pending Approval
new user(2)
user service package
user site code
The following requests are pending approval. Please review the user information in order to validate that the user is an employee of your company.Then examine any services or site codes requested if applicable. Click on the View Request Icon to view the request detail. The request detail screen provides additional decision options for certain types of requests.
To perform a "Quick" Approval or Rejection, select the "Approve in Full" radio button next to the user name(s) and click Submit Decision.This is only advisable if the validity of the request can be determined from the information on this page.
Note: If a service is granted to your organzation such that a "non-approvable" request becomes "approvable," you may need to close your browser and re-login before the change is reflected on the screen.
review users to approve or reject
Include all divisions
= - Indicates service is not approvable
approve in full
reject in full
no action
view request
User Name
Job Title
Date Submitted
request
Division
qauser4 qauser4
2003.10.30 EST
Library Services
DaimlerChrysler Portal: Service für Mercedes-Benz PKW, Smart und Nutzfahrzeuge (MB, Smart, NFZ) (Site Code: 99001053)
Covisint
qauser5 qauser5
2003.10.30 EST
Library Services
DaimlerChrysler Portal: Service für Mercedes-Benz PKW, Smart und Nutzfahrzeuge (MB, Smart, NFZ) (Site Code: 99001053)
Covisint
submit decision
cancel
© Covisint. All Rights Reserved.
diagnostics 2309ms server-side processing time
version:4.01.1b8

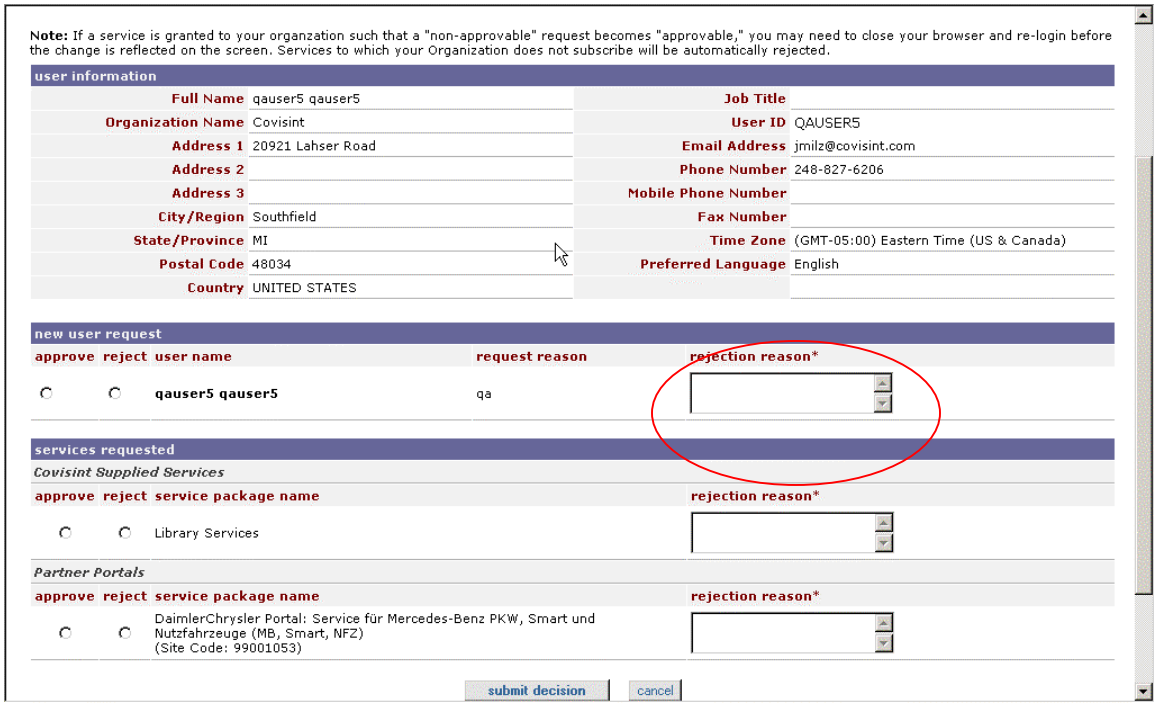
After deciding whether to approve or reject the request, simply select the radio button for the appropriate action and click the **submit decision** button.

If you have more than one request pending, you do not have to submit a decision regarding all requests at one time. If you wish to submit a decision at a later date, simply leave the no action radio button selected and return at any time to submit your decision.

View Details of a Pending User Request

View more specific information about a request by clicking on the **View Request** icon. View the user's profile information and approve or reject all requested service packages individually.

If you must reject all or part of a user request, you will be required to input a reason for the rejection before submitting your decision.


Note: If a service is granted to your organzation such that a "non-approvable" request becomes "approvable," you may need to close your browser and re-login before the change is reflected on the screen. Services to which your Organization does not subscribe will be automatically rejected.
user information
Full Name qauser5 qauser5
Job Title
Organization Name Covisint
User ID QAUSER5
Address 1 20921 Lahser Road
Email Address jmilz@covisint.com
Address 2
Phone Number 248-827-6206
Address 3
Mobile Phone Number
City/Region Southfield
Fax Number
State/Province MI
Time Zone (GMT-05:00) Eastern Time (US & Canada)
Postal Code 48034
Preferred Language English
Country UNITED STATES
new user request
approve reject user name request reason rejection reason*
qauser5 qauser5 qa
services requested
Covisint Supplied Services
approve reject service package name rejection reason*
Library Services
Partner Portals
approve reject service package name rejection reason*
DaimlerChrysler Portal: Service für Mercedes-Benz PKW, Smart und Nutzfahrzeuge (MB, Smart, NFZ)
(Site Code: 99001053)
submit decision
cancel

Services to which your organization does not subscribe are denoted with the red **X** icon. A default rejection reason is filled in for services that the user requested but the organization does not have access. You cannot approve user service requests unless your organization subscribes to the requested services.

Once you have reviewed your decisions and entered in reasons for rejection (if applicable), click the **submit decisions** button.

After clicking the submit decisions button, you will be prompted twice to verify the decision. The first prompt asks you to confirm your decision. The second prompt serves as a reminder that some Covisint services (notated with a green dollar sign icon) are billed on a per-user license fee. Adding new users to these applications indicates your organization's willingness to pay for the incremental license fees. Click **OK** if you agree to the terms and to proceed with the approvals.

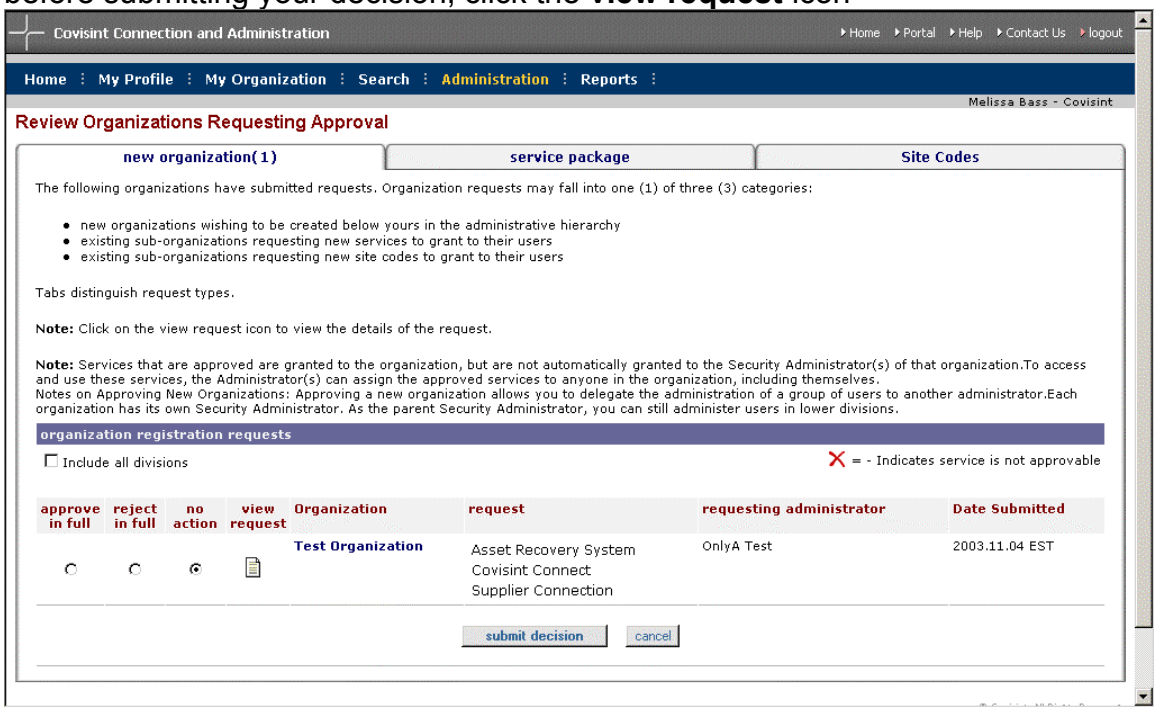
Pending Requests → Organization Requests

The number of pending organization service request approvals and all organization information is listed on the Organization requests screen, accessible through the Administrator menu, the pending option, and selecting the Organization requests sub-option.

Similar to user requests, the organization requests are broken out into three (3) tabs:

- ✓ New organization
- ✓ Service packages
- ✓ Site codes

The number of pending requests for each and a summary of the requesting organization's information are listed on each tab. After deciding whether to approve or reject each request, select the radio button for the appropriate action and click the **submit decision** button. To view the detailed organization profile before submitting your decision, click the **view request** icon

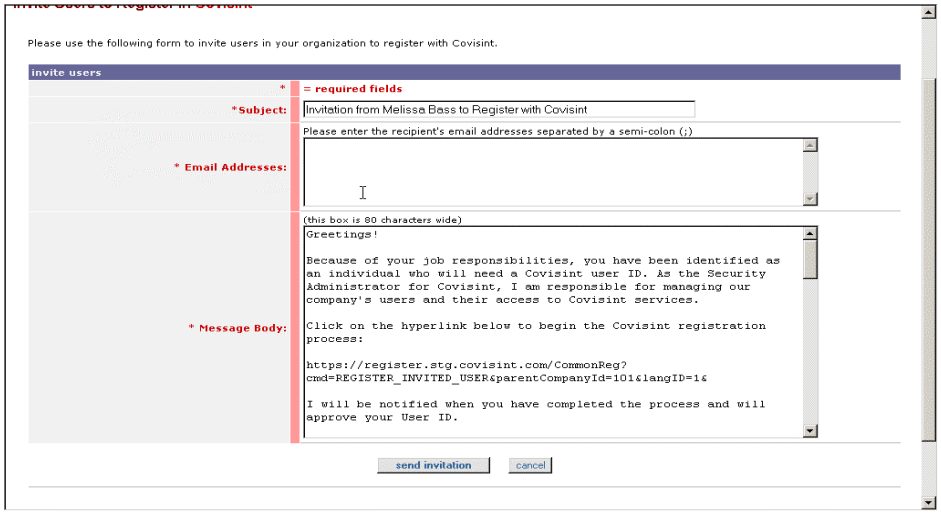

Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Melissa Bass - Covisint
Review Organizations Requesting Approval
new organization(1)
service package
Site Codes
The following organizations have submitted requests. Organization requests may fall into one (1) of three (3) categories:
new organizations wishing to be created below yours in the administrative hierarchy
existing sub-organizations requesting new services to grant to their users
existing sub-organizations requesting new site codes to grant to their users
Tabs distinguish request types.
Note: Click on the view request icon to view the details of the request.
Note: Services that are approved are granted to the organization, but are not automatically granted to the Security Administrator(s) of that organization.To access and use these services, the Administrator(s) can assign the approved services to anyone in the organization, including themselves.
Notes on Approving New Organizations: Approving a new organization allows you to delegate the administration of a group of users to another administrator.Each organization has its own Security Administrator. As the parent Security Administrator, you can still administer users in lower divisions.
organization registration requests
Include all divisions
= - Indicates service is not approvable
approve in full
reject in full
no action
view request
Organization
request
requesting administrator
Date Submitted
Test Organization
Asset Recovery System
Covisint Connect
Supplier Connection
OnlyA Test
2003.11.04 EST
submit decision
cancel

Carefully consider all new organization requests, as these will become divisions of your organization, each with their own Security Administrator.

Service Package and Site Code requests can be submitted by divisions of your organization or by other top-level organizations requesting access to your site codes for a particular service.

Invite Users

The Invite Users function enables you to create an email message inviting users within your organization to register for Covisint access. Enter the email address(es) of the user(s) you wish to invite in the email address field. You can invite as many or as few registrants as you choose. The subject line and message body are editable.

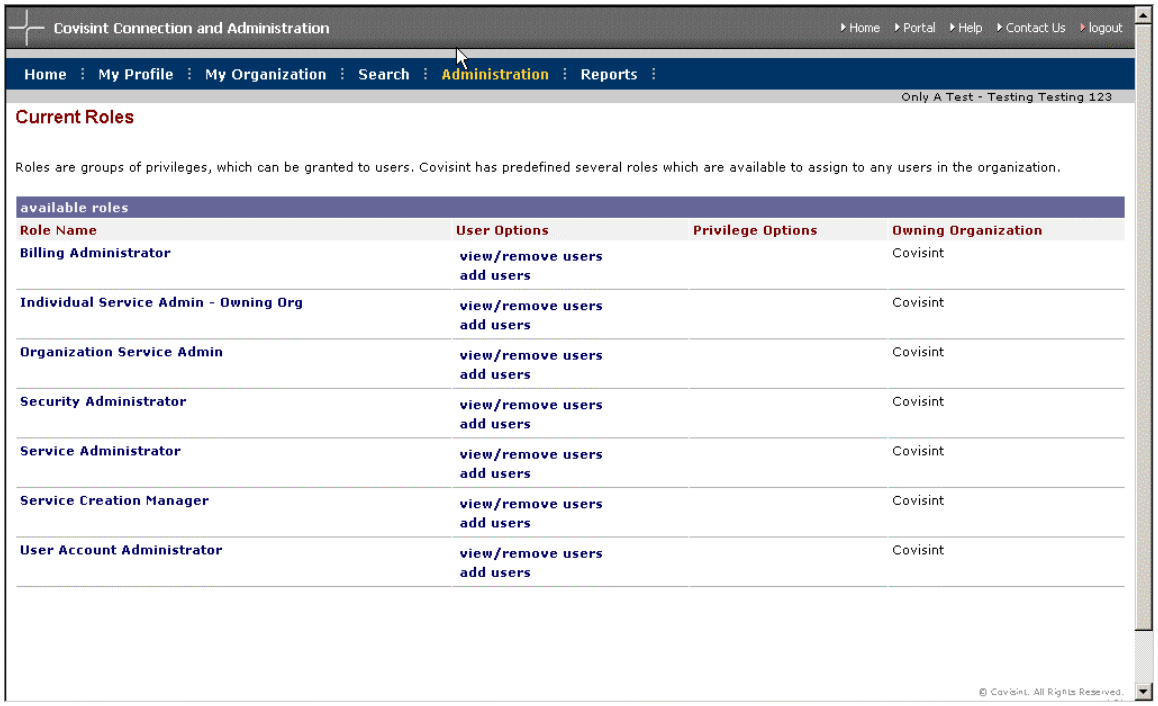

Please use the following form to invite users in your organization to register with Covisint.
invite users
* = required fields
*Subject:
Invitation from Melissa Bass to Register with Covisint
Please enter the recipient's email addresses separated by a semi-colon (;)
* Email Addresses:
(this box is 80 characters wide)
Greetings!
Because of your job responsibilities, you have been identified as an individual who will need a Covisint user ID. As the Security Administrator for Covisint, I am responsible for managing our company's users and their access to Covisint services.
Click on the hyperlink below to begin the Covisint registration process:
https://register.stg.covisint.com/CommonReg?cmd=REGISTER_INVITED_USER&parentCompanyId=101&langID=1&
I will be notified when you have completed the process and will approve your User ID.
* Message Body:
send invitation
cancel

Once you click the **send invitation** button, users will be sent an email containing a link, which will take them directly to the registration tool, ready to register as users in your organization. The correct organization will be automatically selected for them.

Roles and Services → Manage Roles

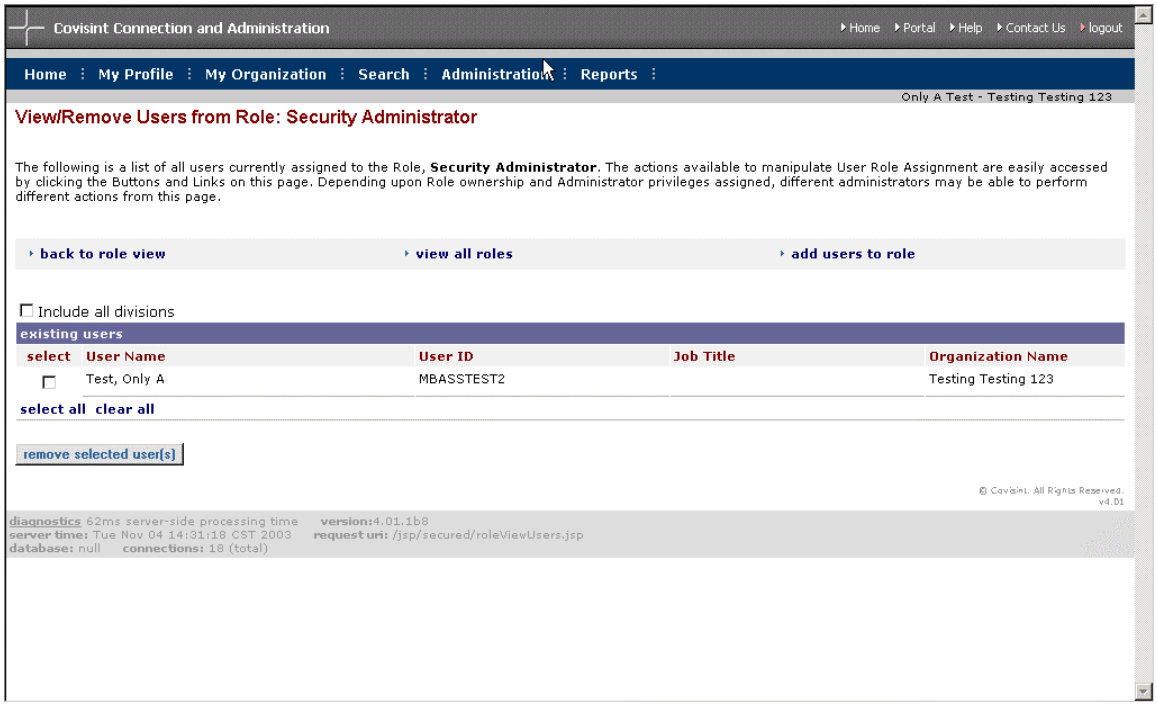
The Manage Roles option allows you to perform the following administrative duties:

- Understand privileges associated with each role
- View/remove users assigned to a role
- Add users to a role

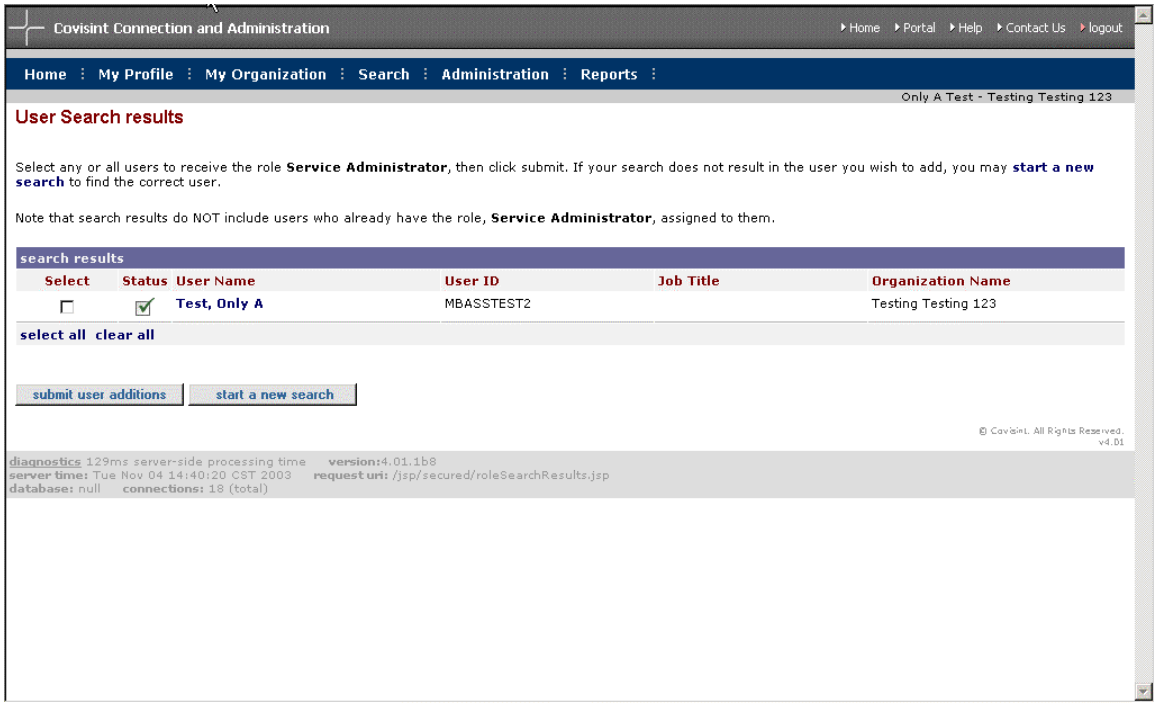


Click on the **Role Name** to view a description of the privileges associated with the role.

Click on **View/Remove users** to view all users in your organization with that role. You will be able to click on the “Include all divisions” box to view a list of all users with that role at or below your level on your company’s hierarchy tree. To remove role from a user click on the select box next to the user’s name and then click on the **remove selected role(s)** button.



To add new users to a role, click on **Add User** next to the desired role on the Manage Roles screen. A search screen will appear allowing you to search for the user to which you wish to add the role. Select the appropriate user. You will then be able to check the select box next to the user’s ID and add the role to his or her profile.



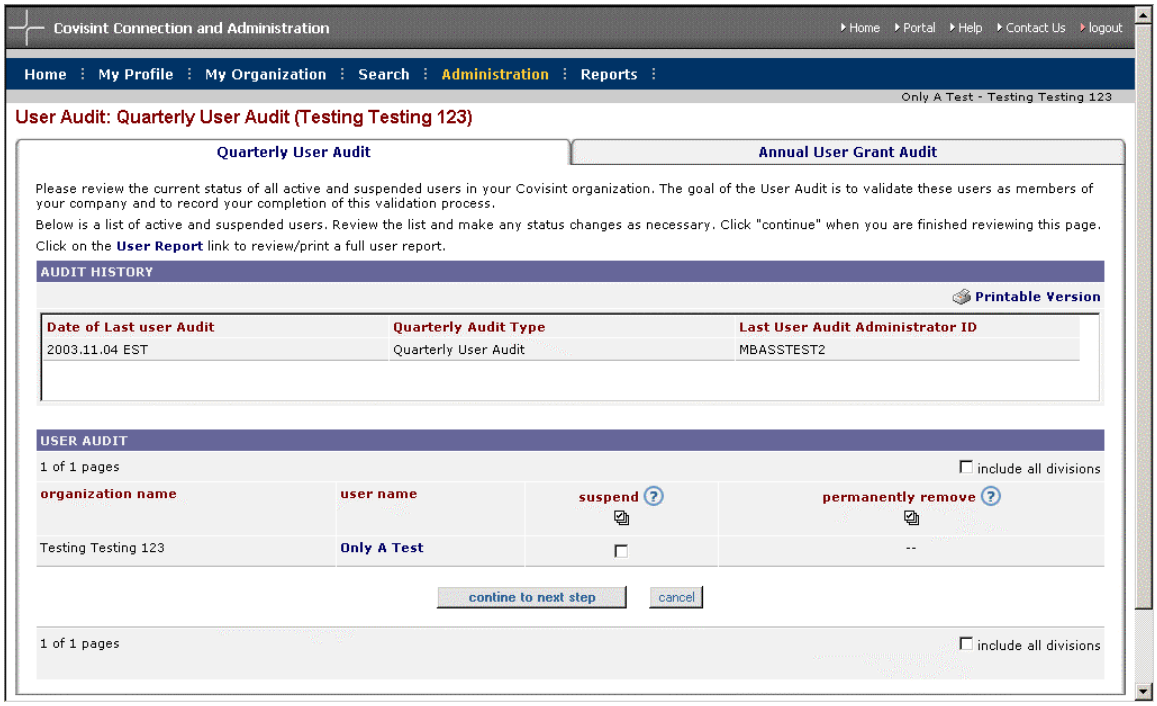
Audits → Audit Users

Some of Covisint's portal partners require Security Administrators to perform a periodic audit of their users. A quarterly audit reminder will be emailed to all Security Administrators reminding them to perform the necessary audit activities.

You can perform the audit at any time using the Audit User functionality in CCA. You can access the user audit by clicking on the **Audits** → **audit users** option from the Administrator menu.

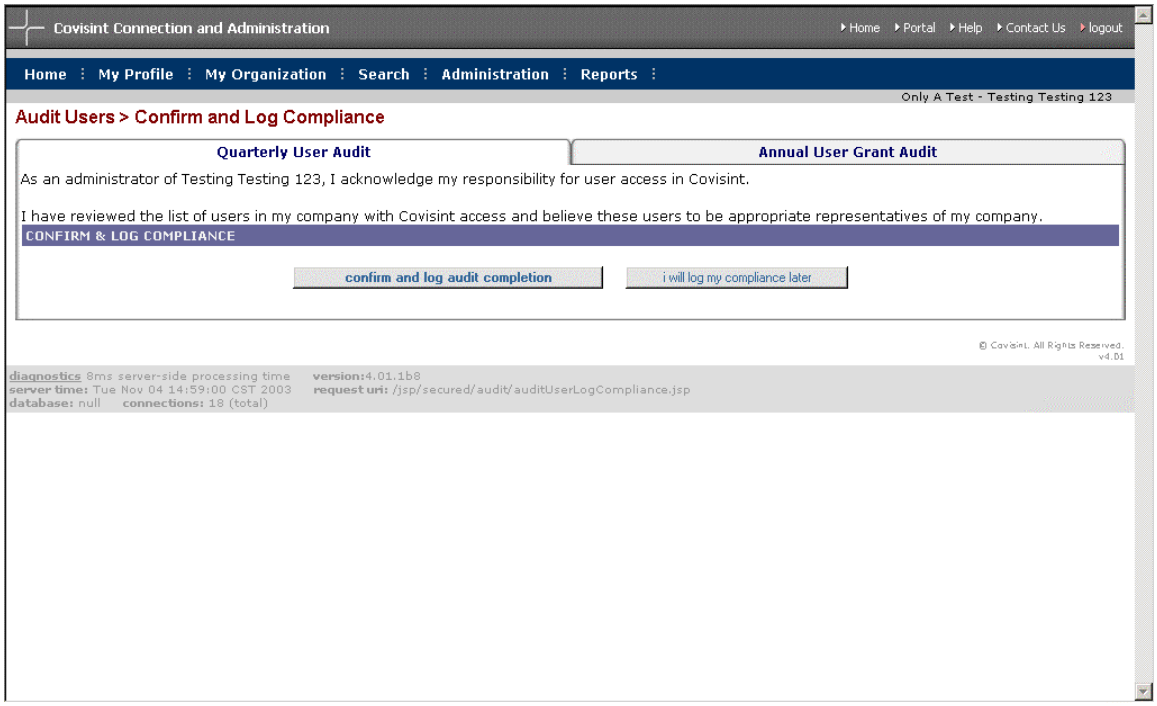
The Audit Users page displays your audit history. Your audit will display the date and user id of administrators who have completed audits in the past and logged compliance.

A list of all users in the administrator's organization will display. Clicking the **include all divisions** box will enable you to audit all organizations at your level or below on your company's hierarchy tree.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Only A Test - Testing Testing 123
User Audit: Quarterly User Audit (Testing Testing 123)
Quarterly User Audit
Annual User Grant Audit
Please review the current status of all active and suspended users in your Covisint organization. The goal of the User Audit is to validate these users as members of your company and to record your completion of this validation process.
Below is a list of active and suspended users. Review the list and make any status changes as necessary. Click "continue" when you are finished reviewing this page.
Click on the User Report link to review/print a full user report.
AUDIT HISTORY
Printable Version
Date of Last user Audit
Quarterly Audit Type
Last User Audit Administrator ID
2003.11.04 EST
Quarterly User Audit
MBASSTEST2
USER AUDIT
1 of 1 pages
include all divisions
organization name
user name
suspend
permanently remove
Testing Testing 123
Only A Test
--
continue to next step
cancel
1 of 1 pages
include all divisions

The user audit form allows you to either suspend or permanently remove any user on the list. If the user is active he/she may be suspended from this screen by clicking the **suspend user** checkbox. If the user is currently suspended then he/she may be permanently removed by clicking on the **permanently remove user** checkbox on this screen.

The audit form may consist of several pages. In order to complete the audit, you must examine each page of the audit form. On the final page, you can either confirm the audit and log completion or return later to log completion at another time. Logging completion satisfies the quarterly audit requirement.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Only A Test - Testing Testing 123
Audit Users > Confirm and Log Compliance
Quarterly User Audit
Annual User Grant Audit
As an administrator of Testing Testing 123, I acknowledge my responsibility for user access in Covisint.
I have reviewed the list of users in my company with Covisint access and believe these users to be appropriate representatives of my company.
CONFIRM & LOG COMPLIANCE
confirm and log audit completion
i will log my compliance later
© Covisint. All Rights Reserved.
v4.01
diagnostics 8ms server-side processing time
server time: Tue Nov 04 14:59:00 CST 2003
database: null
version:4.01.1b8
request uri: /jsp/secured/audit/auditUserLogCompliance.jsp
connections: 18 (total)

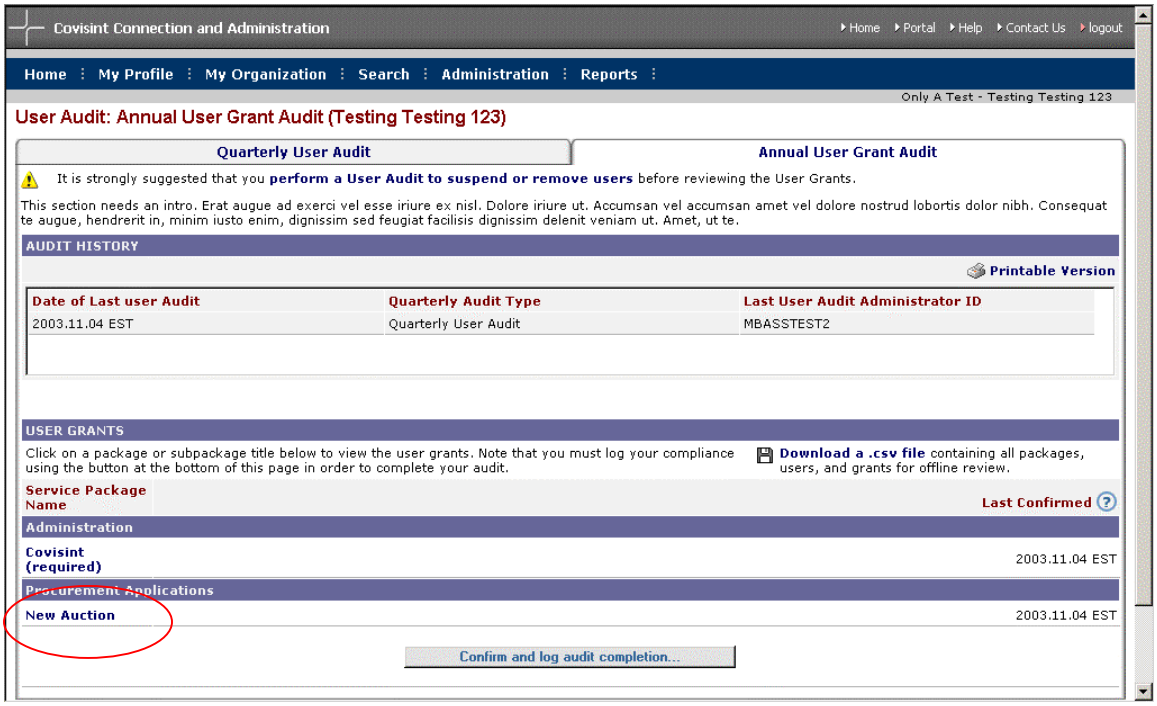
If, during the course of your audit, you choose to suspend or permanently remove one or more users you will be required to enter a reason for suspensions and/or permanent removals. A default suspension/permanent removal reason will auto-populate. You will have opportunity to choose to send an email to the user(s) notifying them of the change in status.

Audits → Audit Users Grants

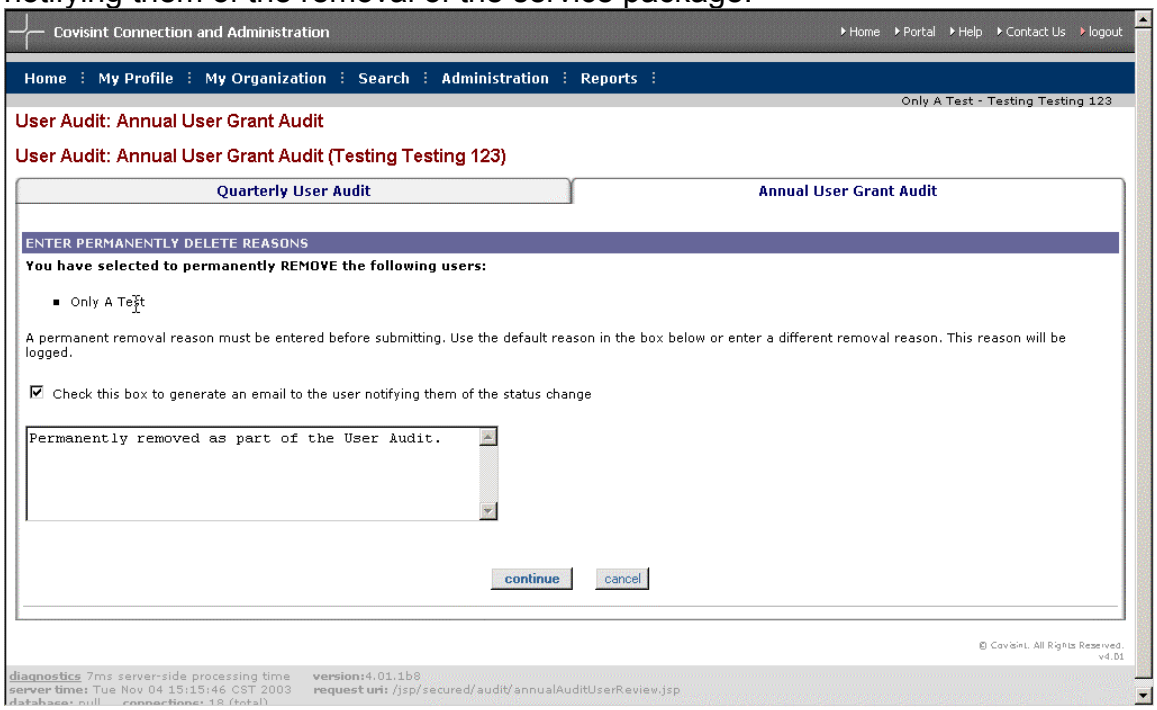
Some of Covisint's portal partners require Security Administrators to perform a periodic audit of their users grants. An annual User Grant audit reminder will be emailed to all Security Administrators reminding them to perform the User Grant audit. You can view your audit history on the Annual User Grant Audit page. The audit history records the date, the type of audit, and the auditor's ID for past audits.

Click on the service package name to view a list of user in your organizations that have access to the service.

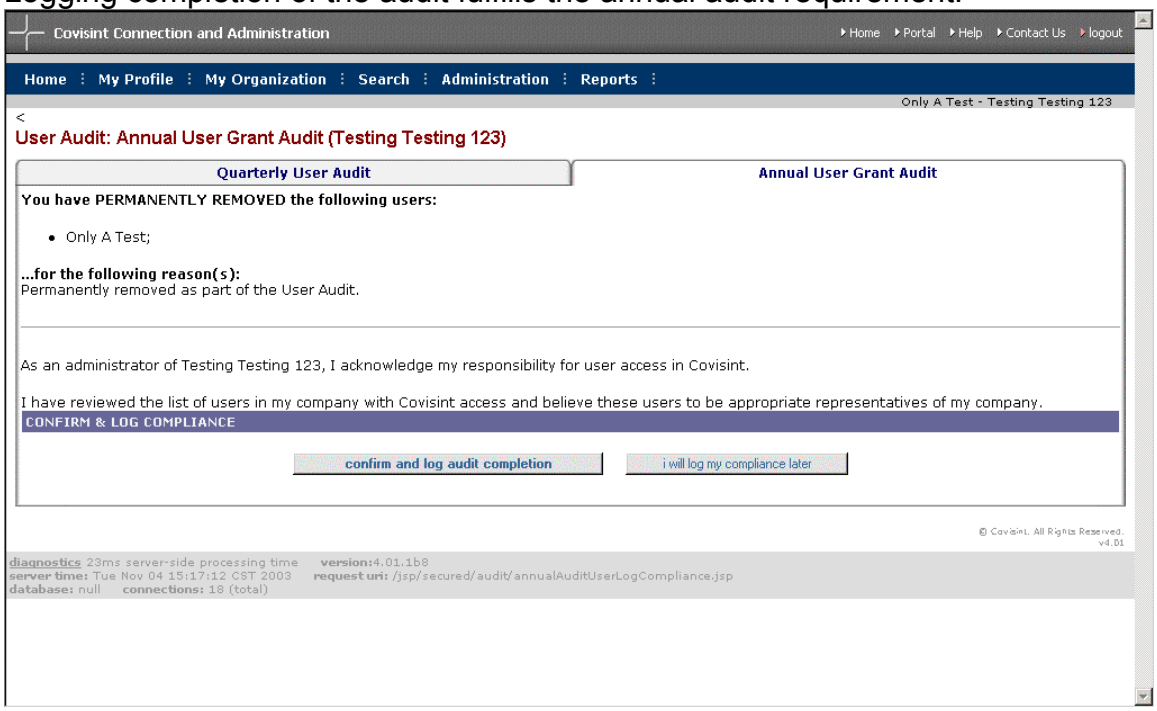
You may choose to download an Excel spreadsheet containing the User Grants, perform your audit verification offline, and then fulfill your audit requirement by skipping straight to the log audit compliance step. Click on the link to **download .csv file** to access the information offline.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Only A Test - Testing Testing 123
User Audit: Annual User Grant Audit (Testing Testing 123)
Quarterly User Audit
Annual User Grant Audit
It is strongly suggested that you perform a User Audit to suspend or remove users before reviewing the User Grants.
This section needs an intro. Erat augue ad exerci vel esse iriure ex nisl. Dolore iriure ut. Accumsan vel accumsan amet vel dolore nostrud lobortis dolor nibh. Consequat te augue, hendrerit in, minim iusto enim, dignissim sed feugiat facilisis dignissim delenit veniam ut. Amet, ut te.
AUDIT HISTORY
Printable Version
Date of Last user Audit
Quarterly Audit Type
Last User Audit Administrator ID
2003.11.04 EST
Quarterly User Audit
MBASSTEST2
USER GRANTS
Click on a package or subpackage title below to view the user grants. Note that you must log your compliance using the button at the bottom of this page in order to complete your audit.
Download a .csv file containing all packages, users, and grants for offline review.
Service Package Name
Last Confirmed
Administration
Covisint (required)
2003.11.04 EST
Procurement Applications
New Auction
2003.11.04 EST
Confirm and log audit completion...

You can click the **show all divisions** button to conduct the audit for all organizations at or below your organization in your organization's hierarchy. To permanently remove a service from a user, click the check box next to his or her name. You will have the opportunity to send the users an automatic email notifying them of the removal of the service package.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Only A Test - Testing Testing 123
User Audit: Annual User Grant Audit
User Audit: Annual User Grant Audit (Testing Testing 123)
Quarterly User Audit
Annual User Grant Audit
ENTER PERMANENTLY DELETE REASONS
You have selected to permanently REMOVE the following users:
Only A Test
A permanent removal reason must be entered before submitting. Use the default reason in the box below or enter a different removal reason. This reason will be logged.
Check this box to generate an email to the user notifying them of the status change
Permanently removed as part of the User Audit.
continue
cancel
© Covisint. All Rights Reserved.
v4.01
diagnostics 7ms server-side processing time
version:4.01.1b8
server time: Tue Nov 04 15:15:46 CST 2003
request uri: /jsp/secured/audit/annualAuditUserReview.jsp

Once you have concluded reviewing the user list for each service package, click **continue to the next step**. You can then confirm and log audit completion. Logging completion of the audit fulfills the annual audit requirement.


Covisint Connection and Administration
Home
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My Organization
Search
Administration
Reports
Only A Test - Testing Testing 123
User Audit: Annual User Grant Audit (Testing Testing 123)
Quarterly User Audit
Annual User Grant Audit
You have PERMANENTLY REMOVED the following users:
Only A Test;
...for the following reason(s):
Permanently removed as part of the User Audit.
As an administrator of Testing Testing 123, I acknowledge my responsibility for user access in Covisint.
I have reviewed the list of users in my company with Covisint access and believe these users to be appropriate representatives of my company.
CONFIRM & LOG COMPLIANCE
confirm and log audit completion
i will log my compliance later
© Covisint. All Rights Reserved.
v4.01
diagnostics 23ms server-side processing time
version:4.01.1b8
server time: Tue Nov 04 15:17:12 CST 2003
request uri: /jsp/secured/audit/annualAuditUserLogCompliance.jsp
database: null
connections: 18 (total)

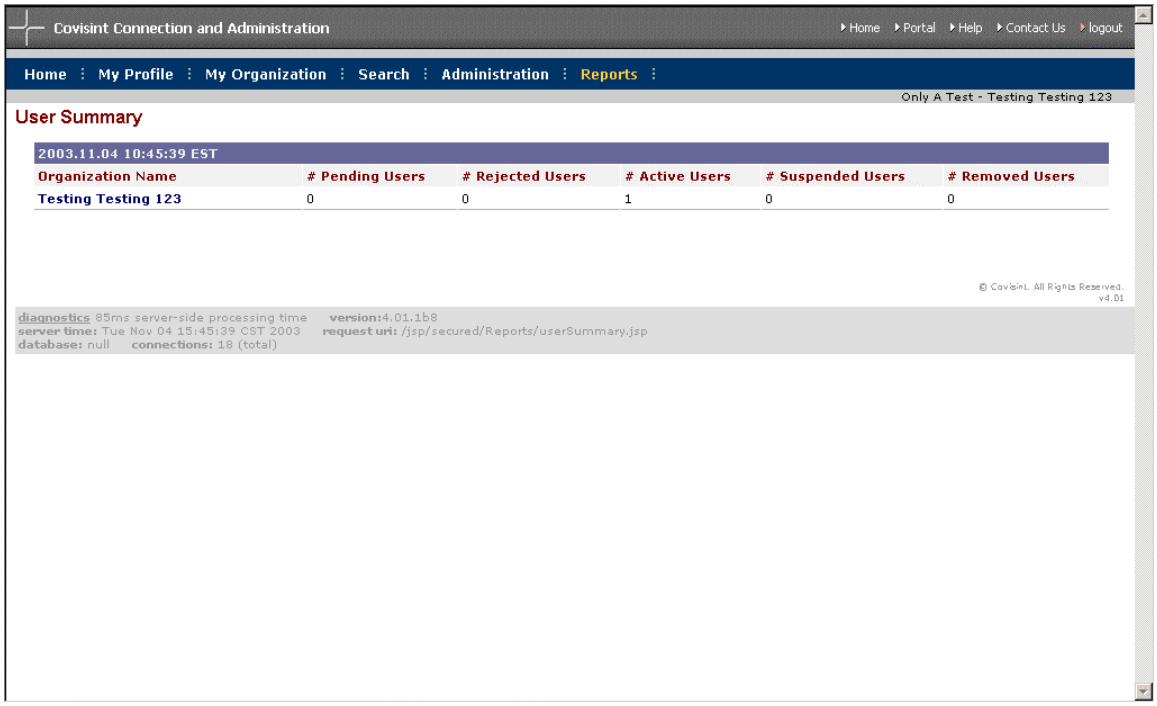
Reports

The Reports options allow you to view CCA real-time reports, customized for your role. Within the reports options you can view three reports:

- User Summary Report
- User Service Summary Report
- Security Administrator Reports

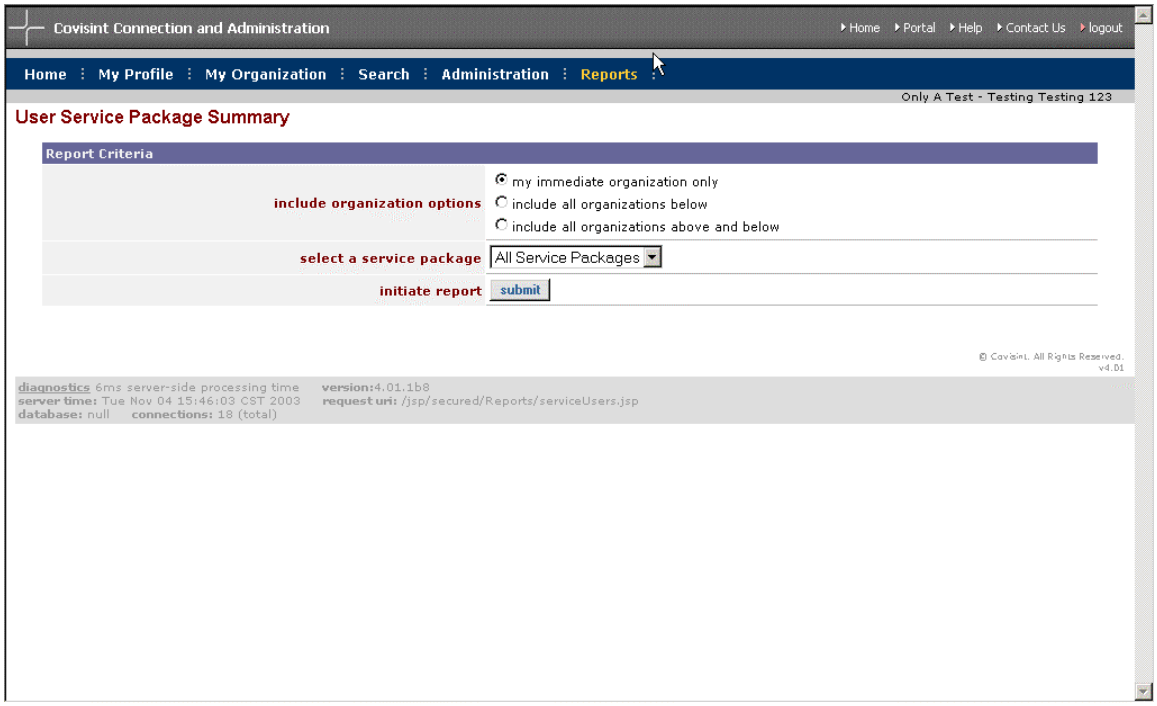
User Summary

The User Summary report allows you to gain at-a-glance information regarding the number of users in your organization and the corresponding status. The report will display the number of pending, rejected, active, suspended and removed users. Simply click on the **User Summary Report** option from the Reports menu to view the report.

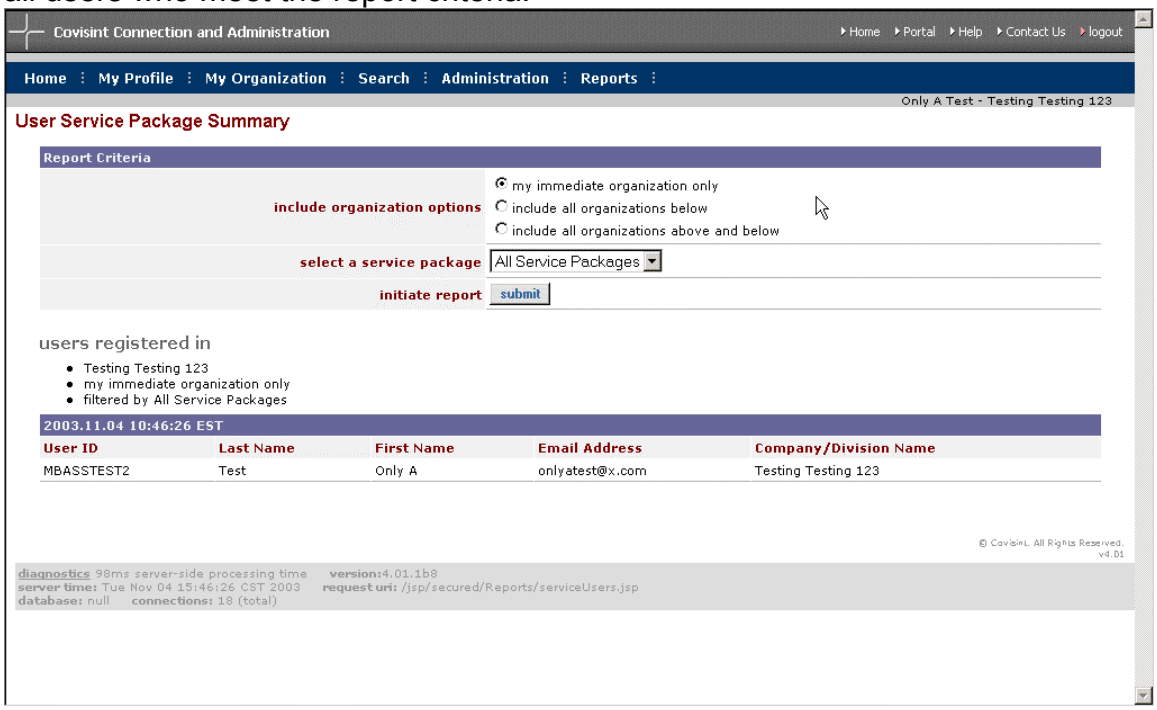


User Service Summary

The User Service Summary report allows you to gather information about the numbers and identities of users who have been granted various service packages. You can limit your search to your own organization, or you can broaden it to include all users above or below your organization in your company's hierarchy. You can select a service package to narrow your results to all users with a specific service package or you can search for all users with all service packages. Click the **submit** button to initiate the report.



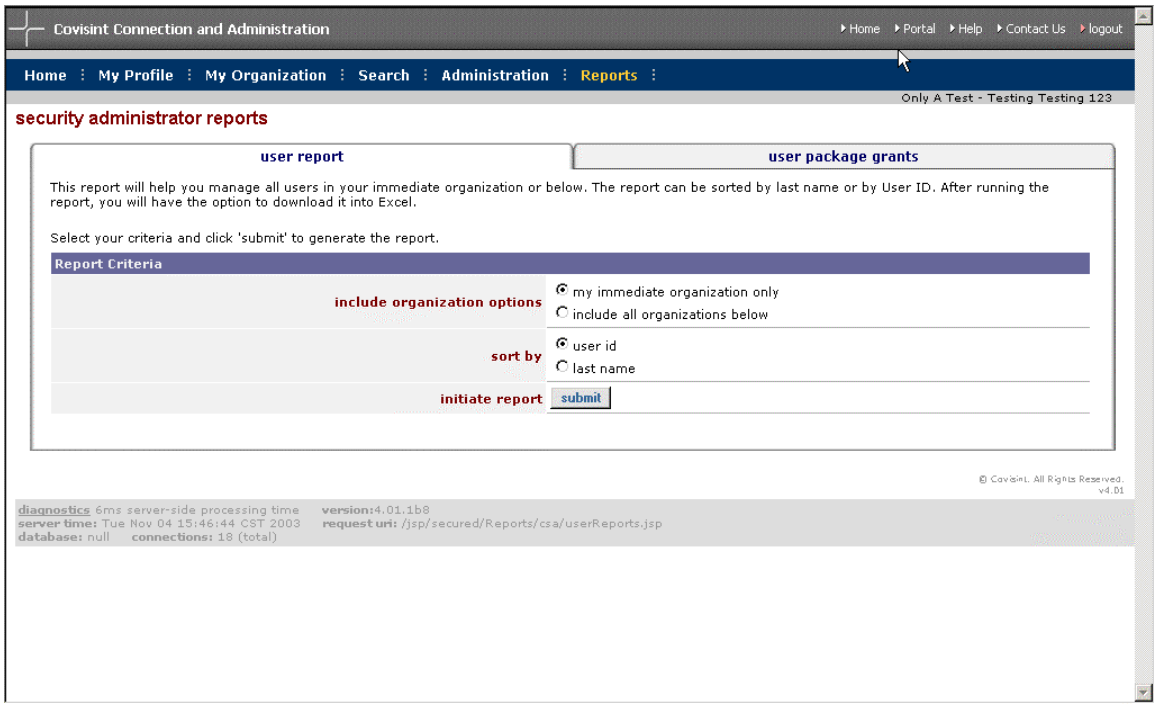
A list of users who meet the report criteria will display. The report displays the User ID, Last Name, First Name, Email Address and Company/Division name of all users who meet the report criteria.



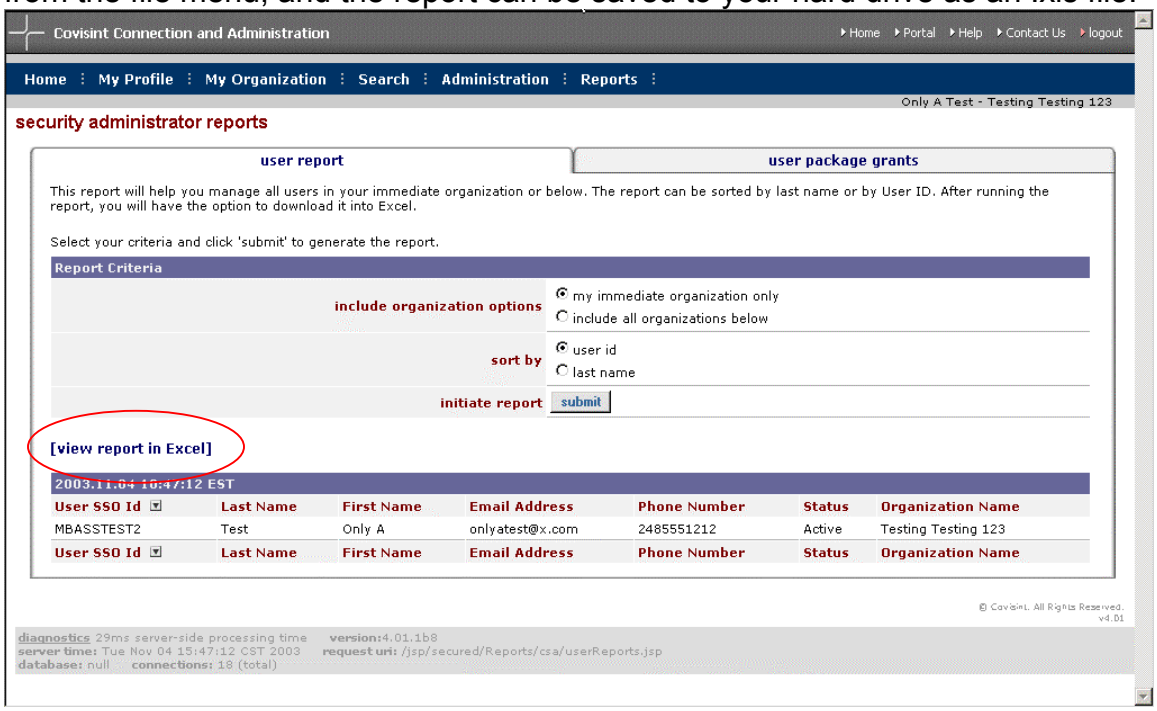
Security Administrator Reports

There are two Security Administrator reports: user report and user package grants. The user report will display a list of all users in the organization. The filter can be expanded to include all organizations at or below your organization on

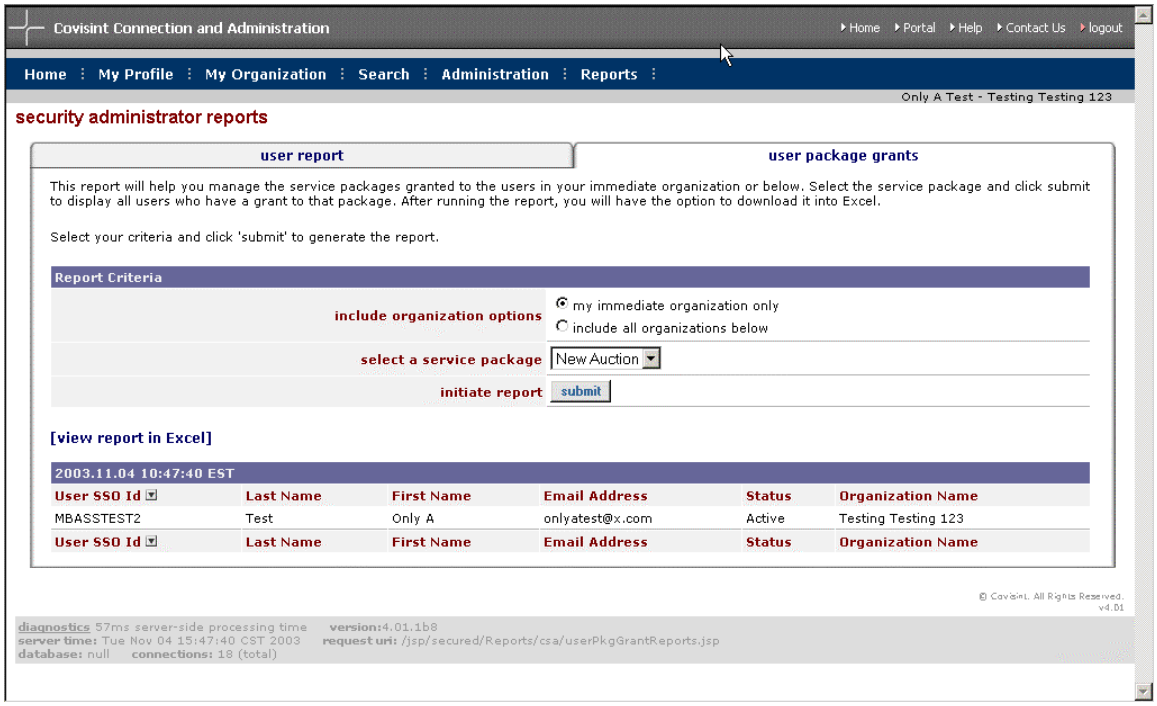
your company's hierarchy tree. The report can also be sorted by user id or by the users' last names.



The Security Administrator Reports can be downloaded to an Excel file. Click on the **View Report in Excel** link on the results screen to display the results as an Excel file. The Excel document will display in a browser window. Select **Save As** from the file menu, and the report can be saved to your hard drive as an .xls file.



The **User Package Grants** report allows you to view the same information as the User Report with the added bonus of being able to filter the results by service package. Again, this report can be downloaded as an Excel file.



Service Authority Organization Designation

Service Authority Organizations (SAOs) are organizations that have authority over a specific parent supplier code for a specific service. An organization becomes the SAO by being the first to register and be approved for access with a particular parent supplier code. The SAO designation is valuable when a company has several entities that fall under a single supplier code, but operate as independent top-level organizations in CCA.

If your organization is the SAO for a service package, you may receive service package and site code requests from other top-level organizations that share the same parent supplier code.

If your organization is not the SAO for a service package that uses supplier codes, you should be aware that all future requests for sub-packages and site codes will be routed to the SAO Organization's Security Administrator for evaluation.

User Administration

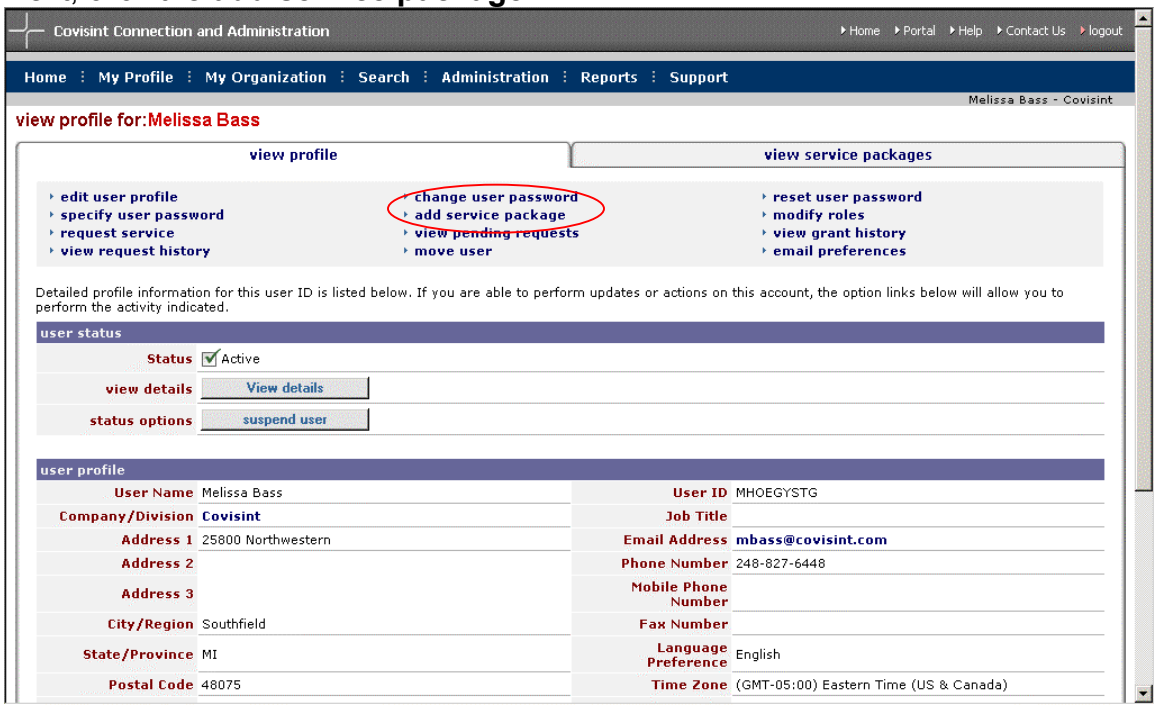
Objectives

The User Administration portion of this manual will assist you in managing user-specific issues. This section of the manual will enable you to perform the following:

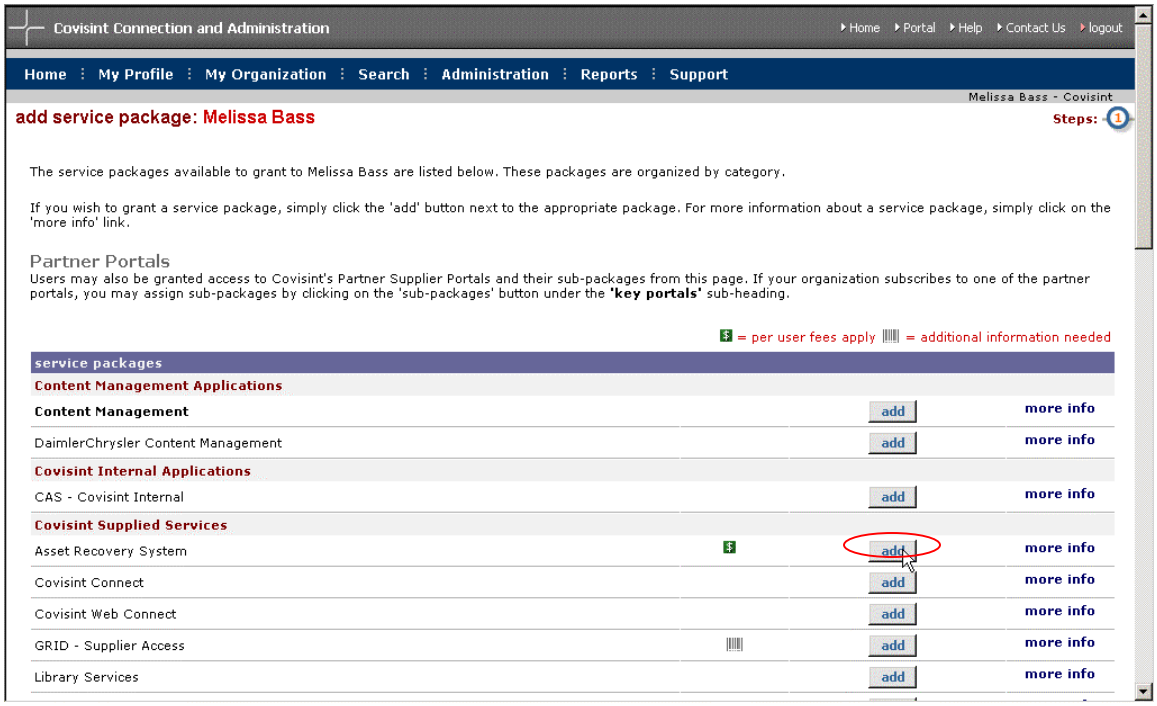
- Add a Service Package to a User
- Remove a Service Package from a User's Profile
- Move Users to a different Organization on your Hierarchy Tree
- Modify User's Roles
- View Grant History
- View Request History
- View Pending Requests
- Specify and Reset User Passwords
- Reactivate an Inactive Service Grant

Add Service Package to User

You can add any service package to which your organization has access to a user's profile. First you will need to search for the user using the search function. Next, click the **add service package** link.



Select the desired service from the list of service packages. Click the **add** button next to the service you would like to add.



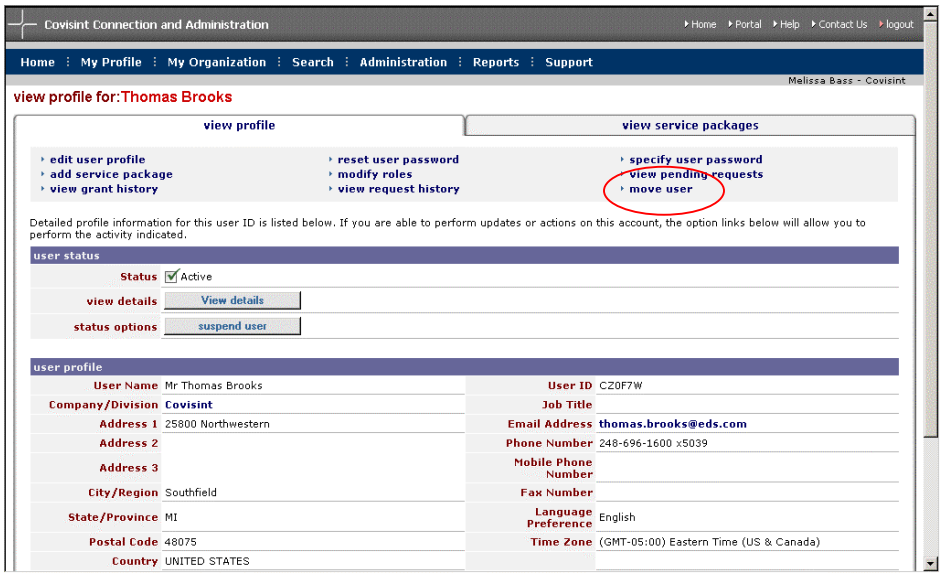
You will then be asked to confirm your decision to add the service package to the user's profile. Once you have done so the user will have access to the service package.

Note: The search function is explained in the Organization Administration portion of this manual.

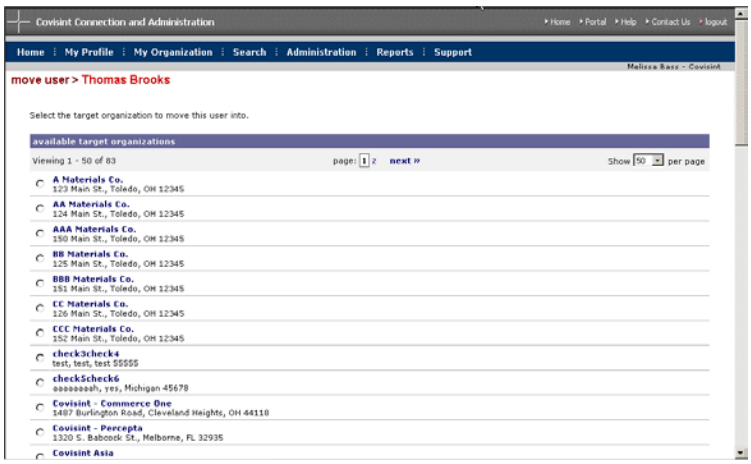
Move Users

Use the Move Users function to move a user from his current organization to any other organization within the same hierarchy. You must be a Security Administrator at the highest level involved in order to perform the move.

If the user has access to a service package that the destination organization does not have, the service package, sub-package or site code will be automatically granted to the destination organization.



First you must search for the user and view his/her profile. Click the **move user** option. A list of potential destination organizations will appear. Select the desired destination organization from the list and click the **continue** button.

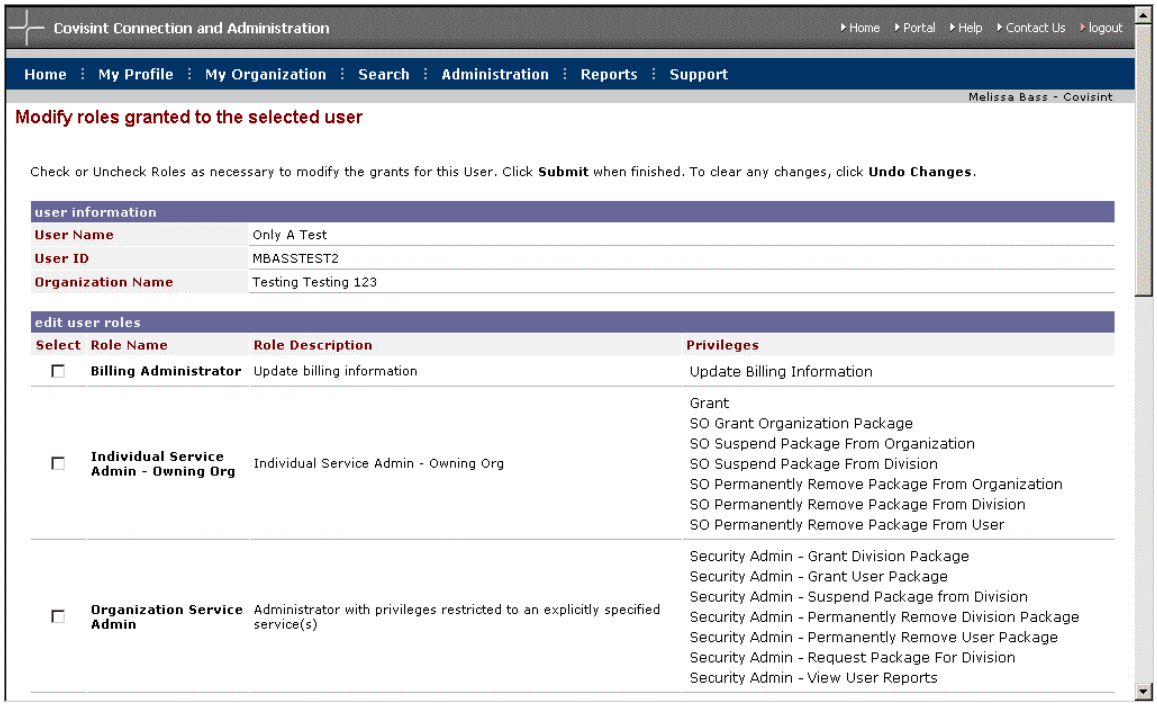


You will receive confirmation that the user was successfully moved. The user and the destination organization Security Administrator will receive email notification that the ID has been moved.

Modify Roles

You can modify the roles a user has at any time using the **Modify Roles** option in the user's profile. A list of available roles will display. The Role Description field will explain the role in general terms. The Privileges field will list the permissions associated with the role.

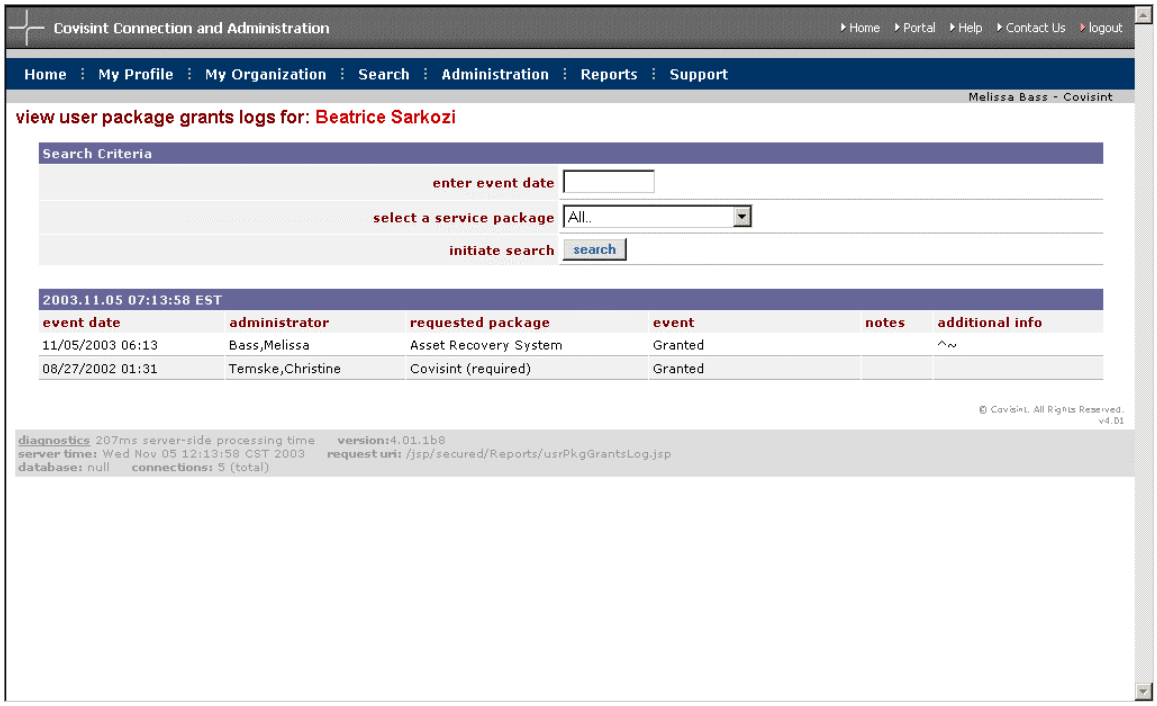
Select the desired role by clicking on the select box next to the role name. Click on the continue button at the bottom of the screen to submit your changes. The role will be added to the user's profile.



Note: For more information on the various roles and their associated privileges, see the “Administration Roles and Responsibilities” section of this manual.

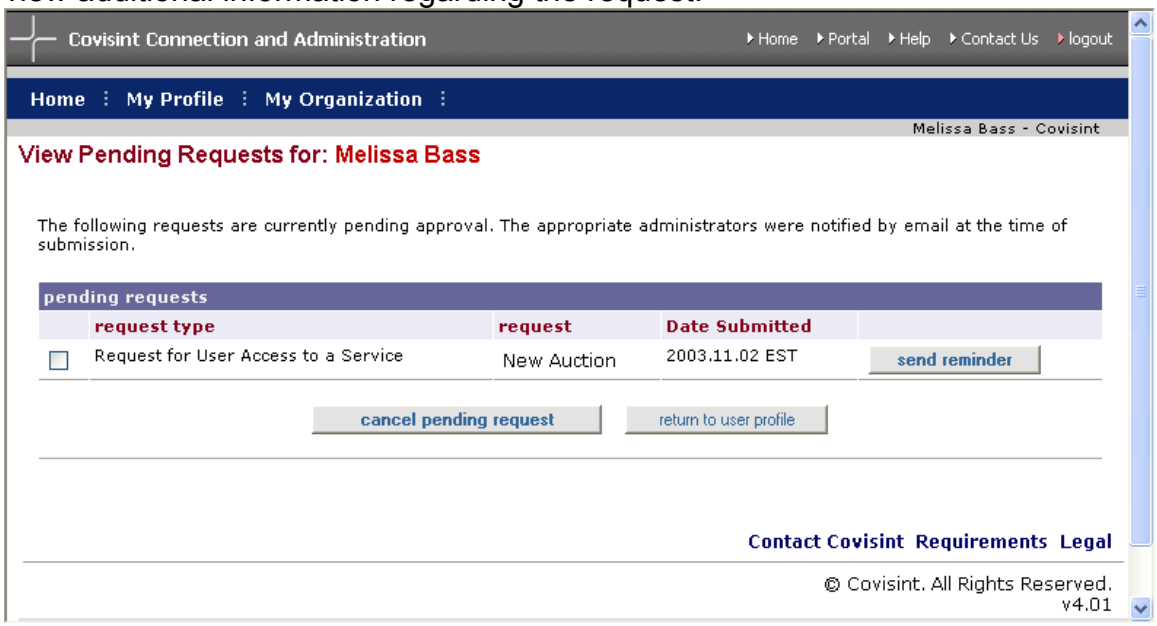
View Grant History

A grant history log is available in each user’s profile. Click the **View Grant History** option to access the a log of each service package granted to the user, the grantor’s name, the date granted, associated site codes and notes. You can easily search through a long grant history log by using the search function on the View Grant History page. You can filter your search by the date granted (event date) or by the service package name.



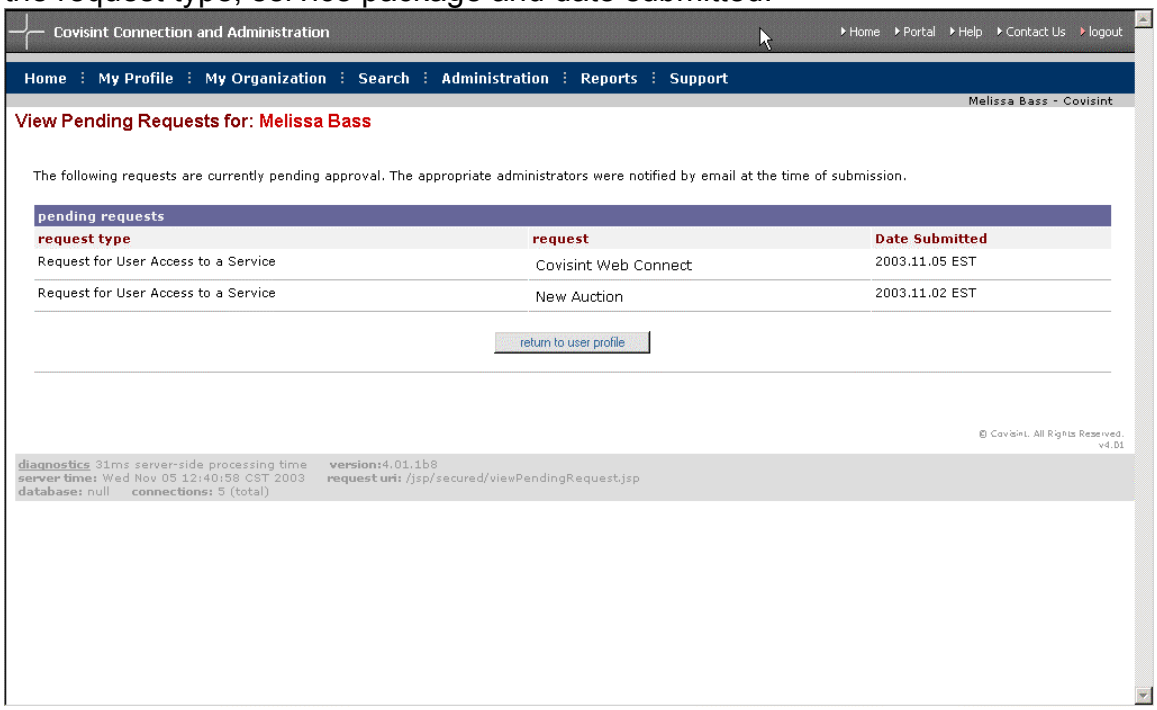
View Request History

You can view any user's request history by clicking on the **View Request History** link on his/her profile page. The request history will detail all requests that the user has made. The name of the evaluator, date requested and date of decision is displayed for each request. By clicking on the request type you can view additional information regarding the request.



View Pending Requests

You can view all pending requests made by any user. Click the **View Pending Request** option in the user's profile. The View Pending Request screen displays the request type, service package and date submitted.



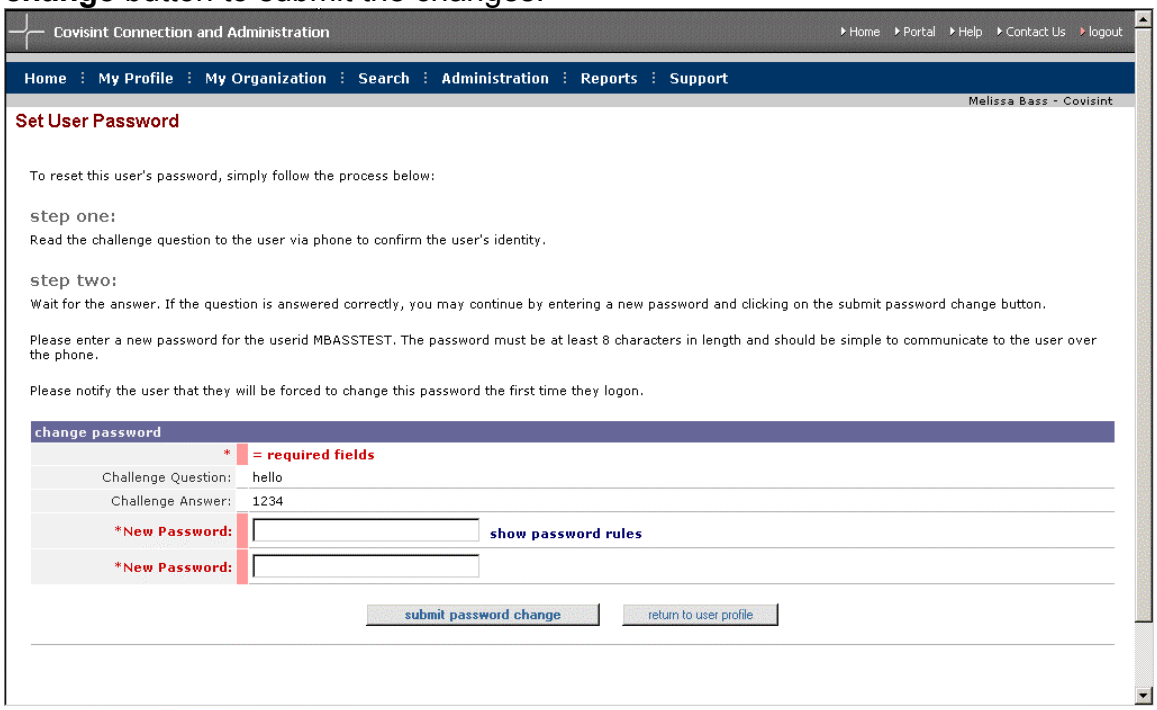
Specify User Password

You have the option to specify a user's password. Specifying a password can be used as an alternative to resetting the password if the user is not receiving their password email or if there is an urgent situation. Once the password has been specified, the user will need to reset it upon his or her next log in. Specifying a password is an appropriate choice when the user needs to be able to gain immediate access with the new password or when the user does not have access to email and can't use the reset password option.

To specify a password, search for the user's profile, then click the **specify password** option. The user's challenge question and answer will display. The challenge question and answer is intended to verify the identity of the user. If you are unsure that the person requesting the password change is indeed the owner of the ID, then you should require the user to answer the challenge question before resetting the password.

Once you have verified the user's identity, you can enter the new password in the **New Password** box. Remember that the password must conform to the password rules. You can click on the **show password rules** link for a detailed explanation of the password rules, or refer to the Reset Password section of the User Manual module of this manual for more information. Re-enter the new

password in the second New Password box. Click on **the Submit password change** button to submit the changes.


Covisint Connection and Administration
Home
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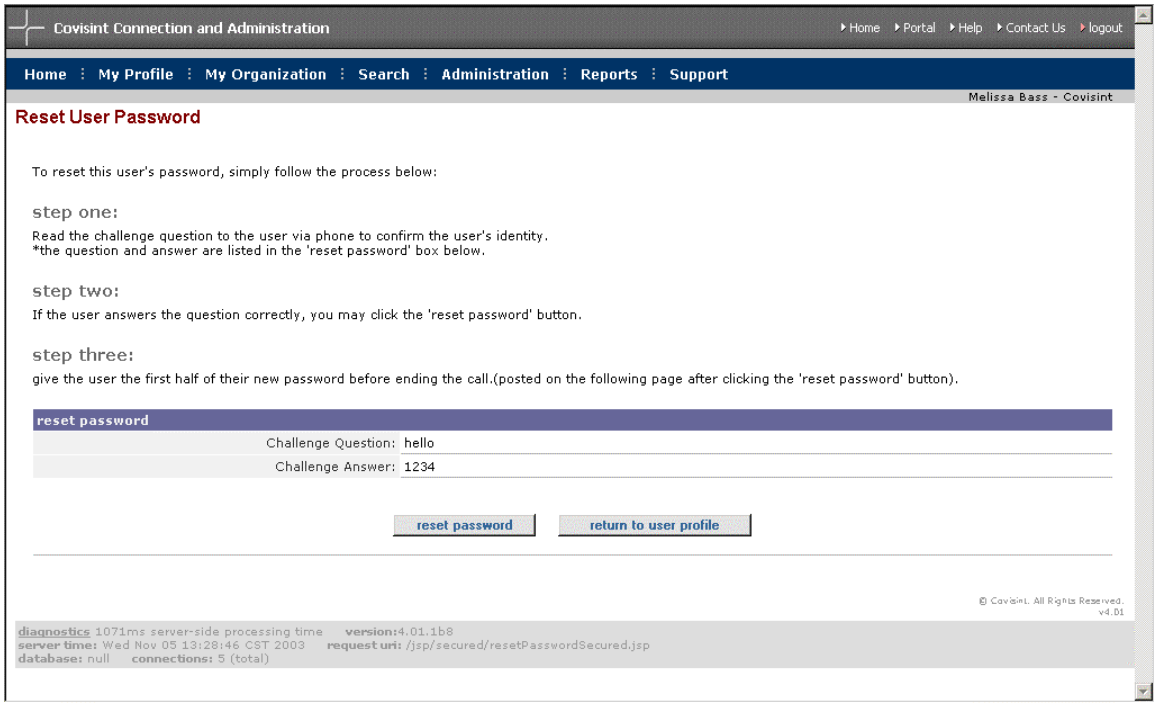
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Set User Password
To reset this user's password, simply follow the process below:
step one:
Read the challenge question to the user via phone to confirm the user's identity.
step two:
Wait for the answer. If the question is answered correctly, you may continue by entering a new password and clicking on the submit password change button.
Please enter a new password for the userid MBASSTEST. The password must be at least 8 characters in length and should be simple to communicate to the user over the phone.
Please notify the user that they will be forced to change this password the first time they logon.
change password
* = required fields
Challenge Question: hello
Challenge Answer: 1234
*New Password:
show password rules
*New Password:
submit password change
return to user profile

Reset User Password

As Security Administrator, you have the ability to reset your users' passwords. As discussed in the previous section, there are two ways to change a user's password: specifying the password and resetting the password. When a password is reset a new randomly generated eight-character password is created and assigned to the user. The first four characters of the new password are displayed on your screen, so that you can communicate them verbally to the user. The remaining four characters are emailed to the user. The user will then join the four characters you communicated with the four characters transmitted via email and can log into the portal. This method is the most secure way to change users passwords and is preferred.

To reset the password, click on the **reset user password** option in the user's profile. The user's challenge question and answer will display. The challenge question and answer is intended to verify the identity of the user. If you are unsure that the person requesting the password change is indeed the owner of the ID, then you should make sure that the user is able to answer the challenge question before resetting the password.

Click on the **reset password** button to initiate the reset.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
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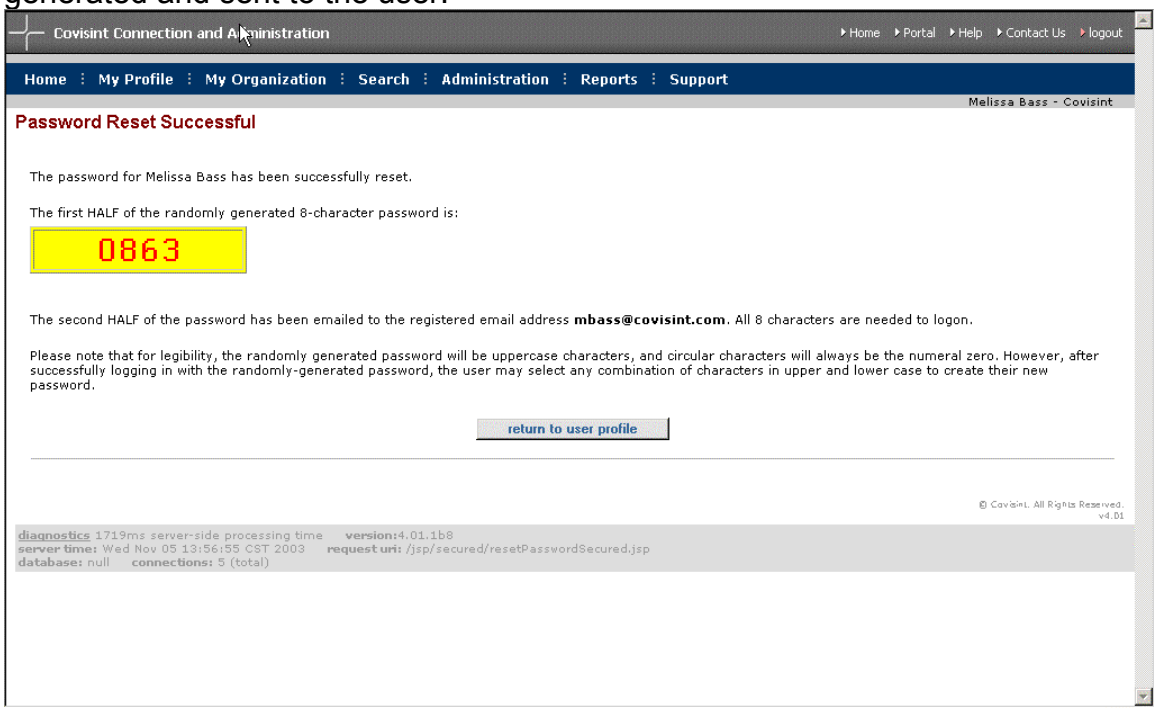
Reset User Password
To reset this user's password, simply follow the process below:
step one:
Read the challenge question to the user via phone to confirm the user's identity.
*the question and answer are listed in the 'reset password' box below.
step two:
If the user answers the question correctly, you may click the 'reset password' button.
step three:
give the user the first half of their new password before ending the call.(posted on the following page after clicking the 'reset password' button).
reset password
Challenge Question: hello
Challenge Answer: 1234
reset password
return to user profile
© Covisint. All Rights Reserved.
v4.01
diagnostics 1071ms server-side processing time version:4.01.1b8
server time: Wed Nov 05 13:28:46 CST 2003 request uri: /jsp/secured/resetPasswordSecured.jsp
database: null connections: 5 (total)

The first four characters of the password will display. To eliminate confusion, CCA uses only numeric characters in the randomly generated passwords. The password was successfully reset and an email containing the second half was generated and sent to the user.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Password Reset Successful
The password for Melissa Bass has been successfully reset.
The first HALF of the randomly generated 8-character password is:
0863
The second HALF of the password has been emailed to the registered email address mbass@covisint.com. All 8 characters are needed to logon.
Please note that for legibility, the randomly generated password will be uppercase characters, and circular characters will always be the numeral zero. However, after successfully logging in with the randomly-generated password, the user may select any combination of characters in upper and lower case to create their new password.
return to user profile
© Covisint. All Rights Reserved.
v4.01
diagnostics 1719ms server-side processing time version:4.01.1b8
server time: Wed Nov 05 13:56:55 CST 2003 request uri: /jsp/secured/resetPasswordSecured.jsp
database: null connections: 5 (total)

Note: Due to latency in external networks and email systems, it may take some time for the password email to arrive in the user's inbox. Most emails will take

less than 15 minutes to arrive, however, some can take as long as an hour to be delivered to the user.

Reactivating an Inactive Service Package

Some of Covisint's portal partners require that users log in and launch an application at least once every 90-days. Users who do not log in and launch an application within the 90–day period will lose access to their partner portal grants. The status of the grant is automatically updated to "inactive".

As Security Administrator, you can re-activate the user's grant. There are two methods of reactivating the user's grant. You can view your organization's inactivity report to reactivate or suspend user's grants en masse or you can reactivate a single user from the user's profile.

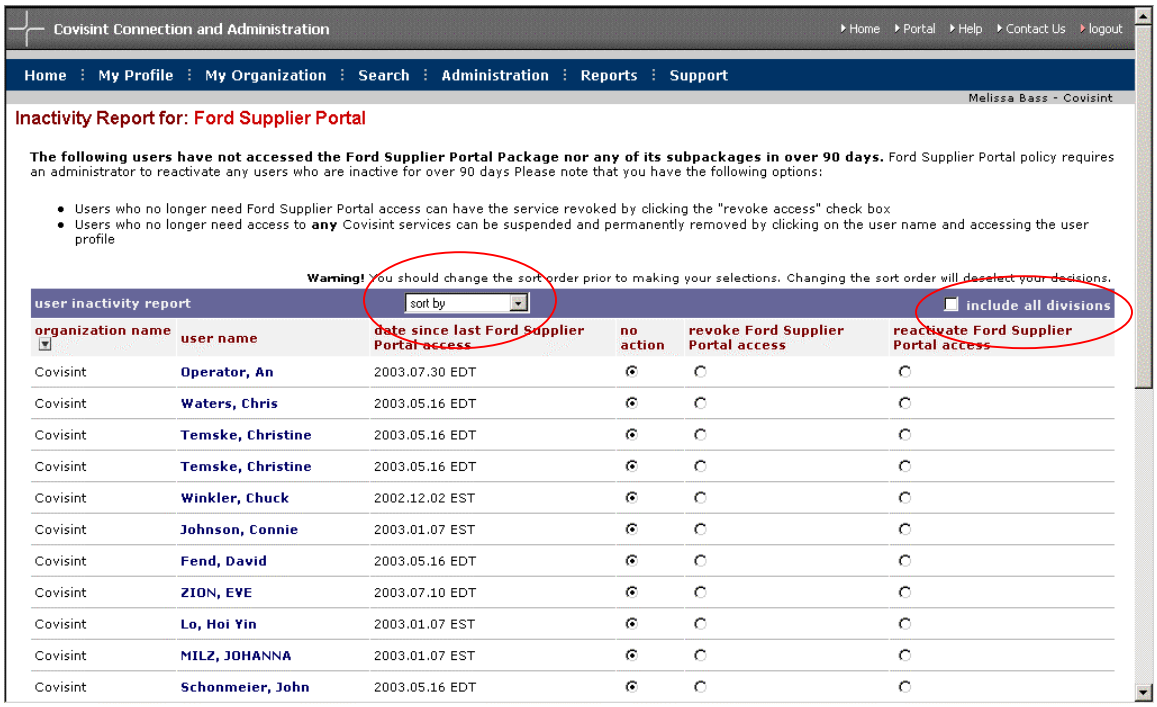
Inactivity Report

To take action on many users' inactive service grants, use the inactivity report functionality. To access the inactivity report, start by viewing your organization service packages. Click on the applicable service package. On the service package details page click on the **view inactivity report** to generate the report.

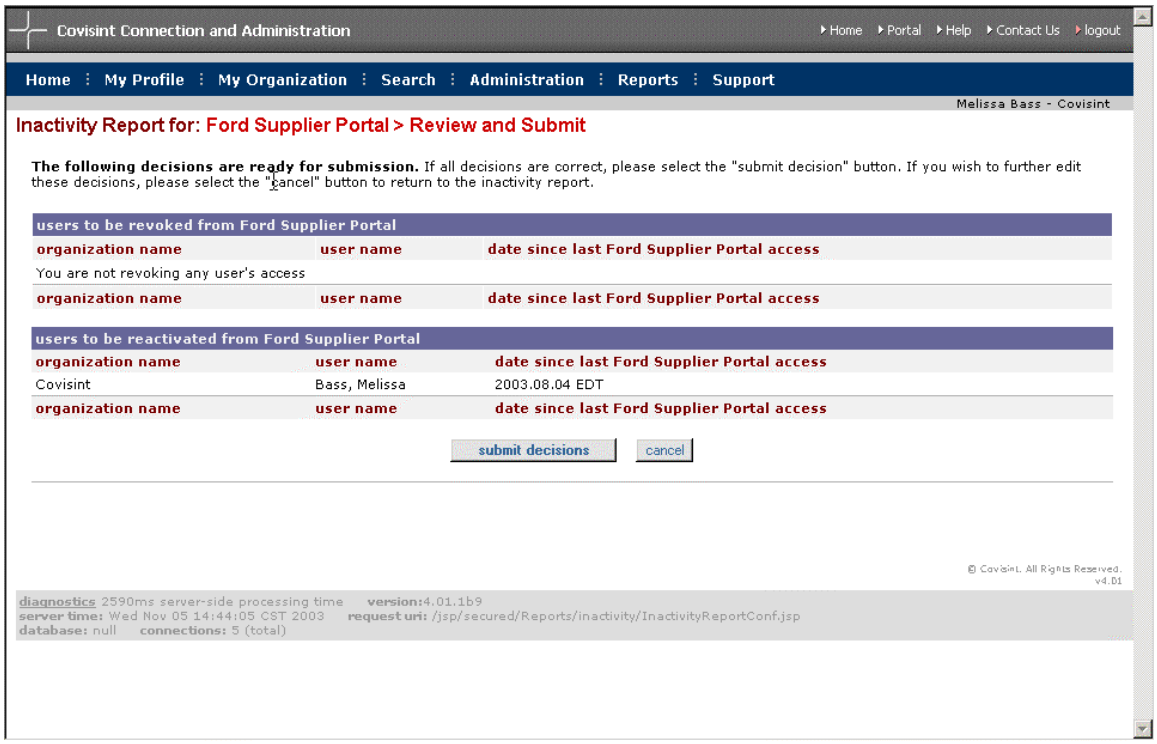
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Ford Supplier Portal details for:Covisint
The following shows all details about this service package that is currently granted to the organization. The status of the package can be active or suspended.
A suspended package is unavailable to all users in the organization.
To suspend an active package, click on the suspend button. A suspended package may then be permanently removed.To Permanently Remove a suspended package, click on the Permanently Remove button. Note that a permanent removal cannot be undone.
view organization profile
view organization service package list
service package status
status
Active (suspend)
service package information
description
Ford Supplier Portal
owner organization
Ford Motor Company
GSDB code
2149
service authority organization (SAO)
Covisint
request to change SAO
other organizations with same authority designation
Brooks Unlimited
Covisint FSP
Customer Activation & Company
EDS Training Company LLC
FORD MSG TEST ORG1
My Company
Strong Ltd
GSDB code
view current GSDB code
inactivity report
description
view inactivity report

A list of all users with whose service package status is inactive will be generated. You can sort the Inactivity Report by first name, last name, and last access date or organization name. You can also check the **Show All Divisions** box to show all users in all organizations below your own on your company's hierarchy. The Inactivity Report will display the organization name, the user's name, and the

date of the instance of the user launching a partner portal application. You can choose to either take no action, to revoke partner portal grant from the user or to reactivate the user's partner portal grant. If you revoke the user's partner portal grant the user will lose all training certification and transaction history in partner portal applications and will not be able to re-gain that information.

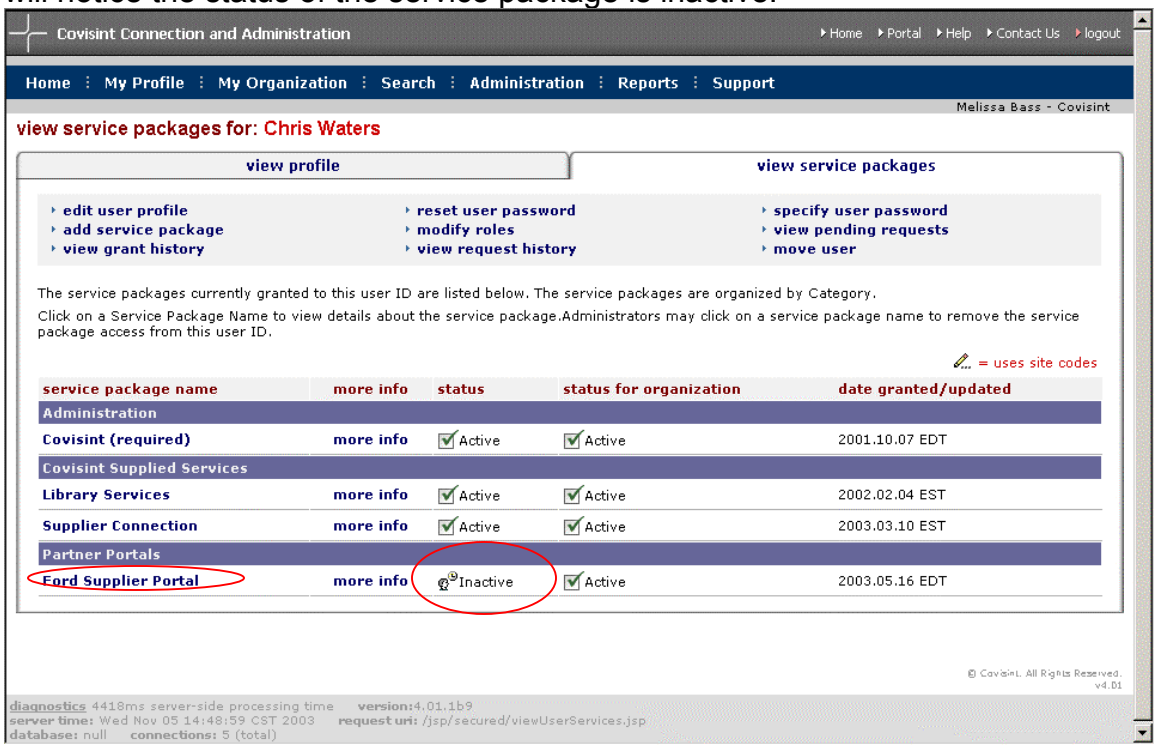

Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Inactivity Report for: Ford Supplier Portal
The following users have not accessed the Ford Supplier Portal Package nor any of its subpackages in over 90 days. Ford Supplier Portal policy requires an administrator to reactivate any users who are inactive for over 90 days Please note that you have the following options:
Users who no longer need Ford Supplier Portal access can have the service revoked by clicking the "revoke access" check box
Users who no longer need access to any Covisint services can be suspended and permanently removed by clicking on the user name and accessing the user profile
Warning! You should change the sort order prior to making your selections. Changing the sort order will deselect your decisions.
user inactivity report
sort by
include all divisions
organization name
user name
date since last Ford Supplier Portal access
no action
revoke Ford Supplier Portal access
reactivate Ford Supplier Portal access
Covisint Operator, An 2003.07.30 EDT
Covisint Waters, Chris 2003.05.16 EDT
Covisint Temske, Christine 2003.05.16 EDT
Covisint Temske, Christine 2003.05.16 EDT
Covisint Winkler, Chuck 2002.12.02 EST
Covisint Johnson, Connie 2003.01.07 EST
Covisint Fend, David 2003.05.16 EDT
Covisint ZION, EVE 2003.07.10 EDT
Covisint Lo, Hoi Yin 2003.01.07 EST
Covisint MILZ, JOHANNA 2003.01.07 EST
Covisint Schonmeier, John 2003.05.16 EDT

Once you have made all you decisions regarding the status of the users listed on the report, click the **continue** button at the bottom of the page. A confirmation page will display. Carefully check to be sure that the right users' service packages are being reactivated or revoked. Confirm your decision by clicking the **submit decision** button.

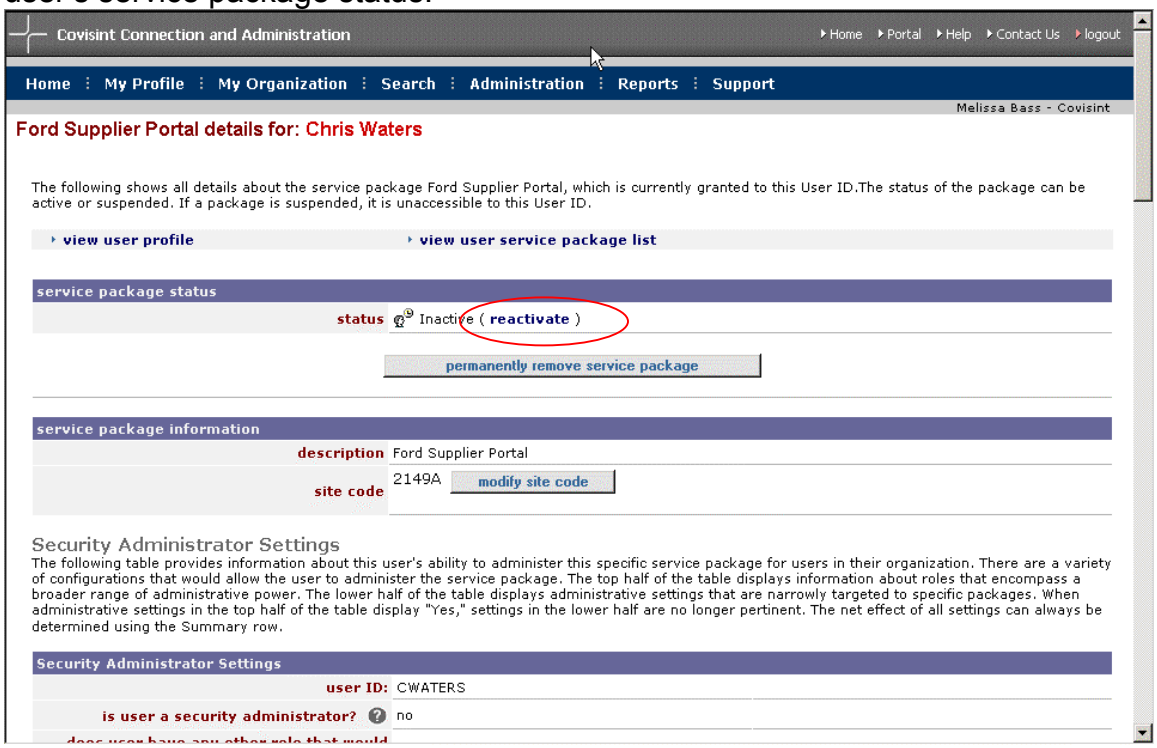

Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Inactivity Report for: Ford Supplier Portal > Review and Submit
The following decisions are ready for submission. If all decisions are correct, please select the "submit decision" button. If you wish to further edit these decisions, please select the "cancel" button to return to the inactivity report.
users to be revoked from Ford Supplier Portal
organization name
user name
date since last Ford Supplier Portal access
You are not revoking any user's access
organization name
user name
date since last Ford Supplier Portal access
users to be reactivated from Ford Supplier Portal
organization name
user name
date since last Ford Supplier Portal access
Covisint
Bass, Melissa
2003.08.04 EDT
organization name
user name
date since last Ford Supplier Portal access
submit decisions
cancel
© Covisint. All Rights Reserved.
v4.01
diagnostics 2590ms server-side processing time version:4.01.1b9
server time: Wed Nov 05 14:44:05 CST 2003 request uri: /jsp/secured/Reports/inactivity/InactivityReportConf.jsp
database: null connections: 5 (total)

Reactivating a Single User

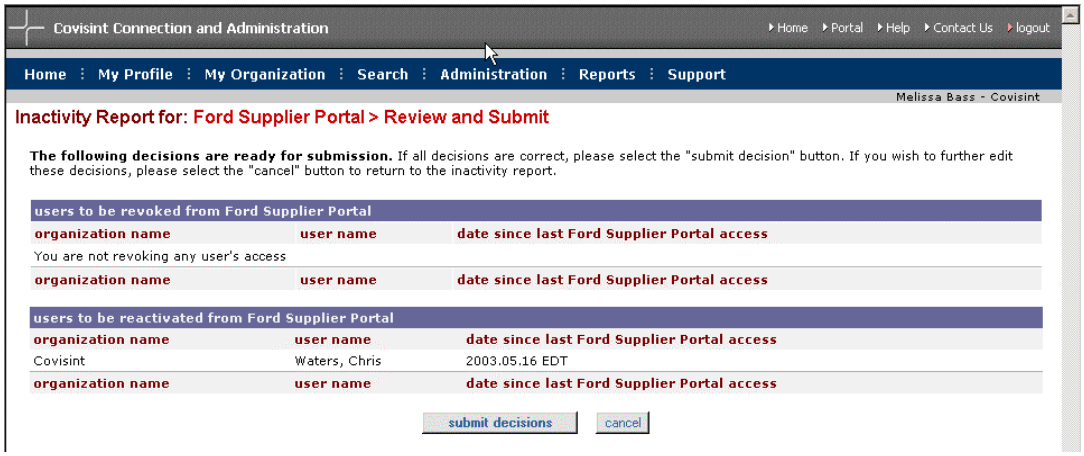
To reactivate a single user, view the service package list in the user's profile. You will notice the status of the service package is inactive.



Click on the service package name to view the details. In the service package status box the status will be inactive. Click on the **reactivate** link next to the user's service package status.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Ford Supplier Portal details for: Chris Waters
The following shows all details about the service package Ford Supplier Portal, which is currently granted to this User ID.The status of the package can be active or suspended. If a package is suspended, it is unaccessible to this User ID.
view user profile
view user service package list
service package status
status
Inactive (reactivate)
permanently remove service package
service package information
description
Ford Supplier Portal
site code
2149A
modify site code
Security Administrator Settings
The following table provides information about this user's ability to administer this specific service package for users in their organization. There are a variety of configurations that would allow the user to administer the service package. The top half of the table displays information about roles that encompass a broader range of administrative power. The lower half of the table displays administrative settings that are narrowly targeted to specific packages. When administrative settings in the top half of the table display "Yes," settings in the lower half are no longer pertinent. The net effect of all settings can always be determined using the Summary row.
Security Administrator Settings
user ID:
CWATERS
is user a security administrator?
no

A summary of your decision will display. Review your choices to be sure that you have appropriately re-activated or revoked the access, then click the **submit decision** button.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
Inactivity Report for: Ford Supplier Portal > Review and Submit
The following decisions are ready for submission. If all decisions are correct, please select the "submit decision" button. If you wish to further edit these decisions, please select the "cancel" button to return to the inactivity report.
users to be revoked from Ford Supplier Portal
organization name
user name
date since last Ford Supplier Portal access
You are not revoking any user's access
organization name
user name
date since last Ford Supplier Portal access
users to be reactivated from Ford Supplier Portal
organization name
user name
date since last Ford Supplier Portal access
Covisint
Waters, Chris
2003.05.16 EDT
organization name
user name
date since last Ford Supplier Portal access
submit decisions
cancel

New Organization and New User Registration

Objectives

The New Organization and User Registration section of this manual will step prospective users and Security Administrators through the registration process. The New Organization and User Registration section will enable you to:

- Register a New Top-Level Organization
- Register a New Organization (Division)
- Register a New User

General Registration Information

All registration activities can be commenced from the Registration Tool start page. The URL for the start page is **https://us.register.covisint.com/start.html**

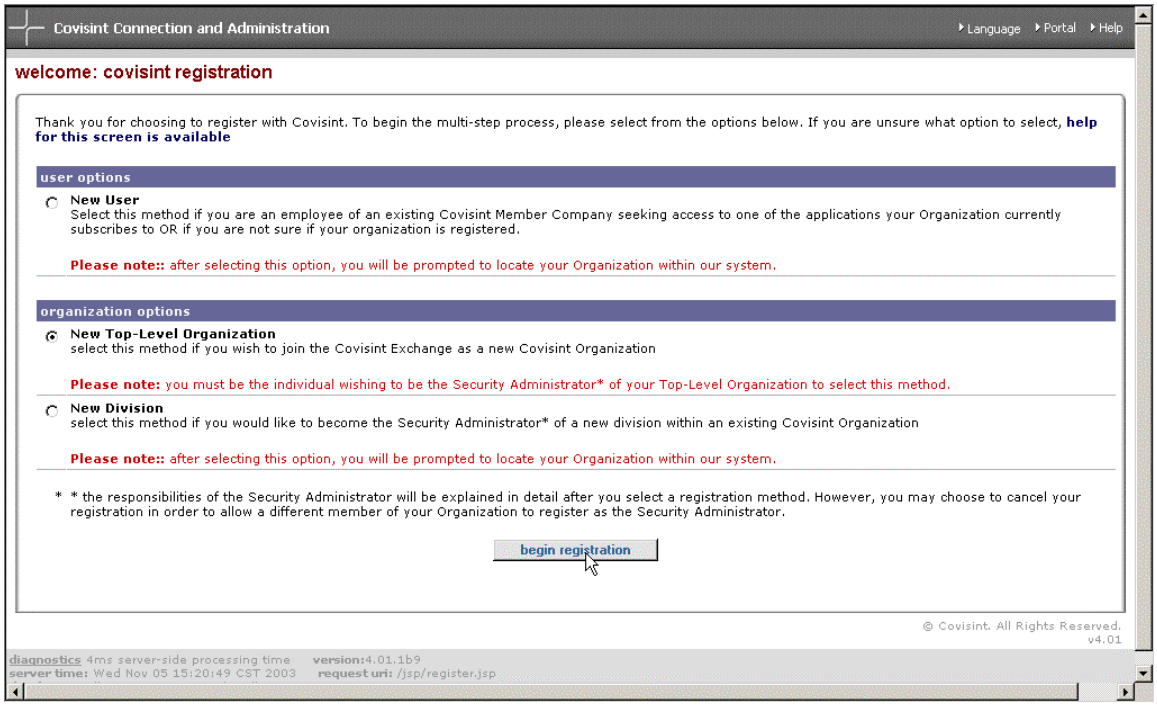
Each organization registered in CCA must have its own Security Administrator. For this reason all new top level organization and new organization (division) registrations also include steps to register a Security Administrator.

Depending on the service package that you register for, you may be asked to review and accept supplier portal specific user agreements during the registration process.

Organization Options: Registering a New Top-level Organization

Registering a new top-level organization is a six-step process.

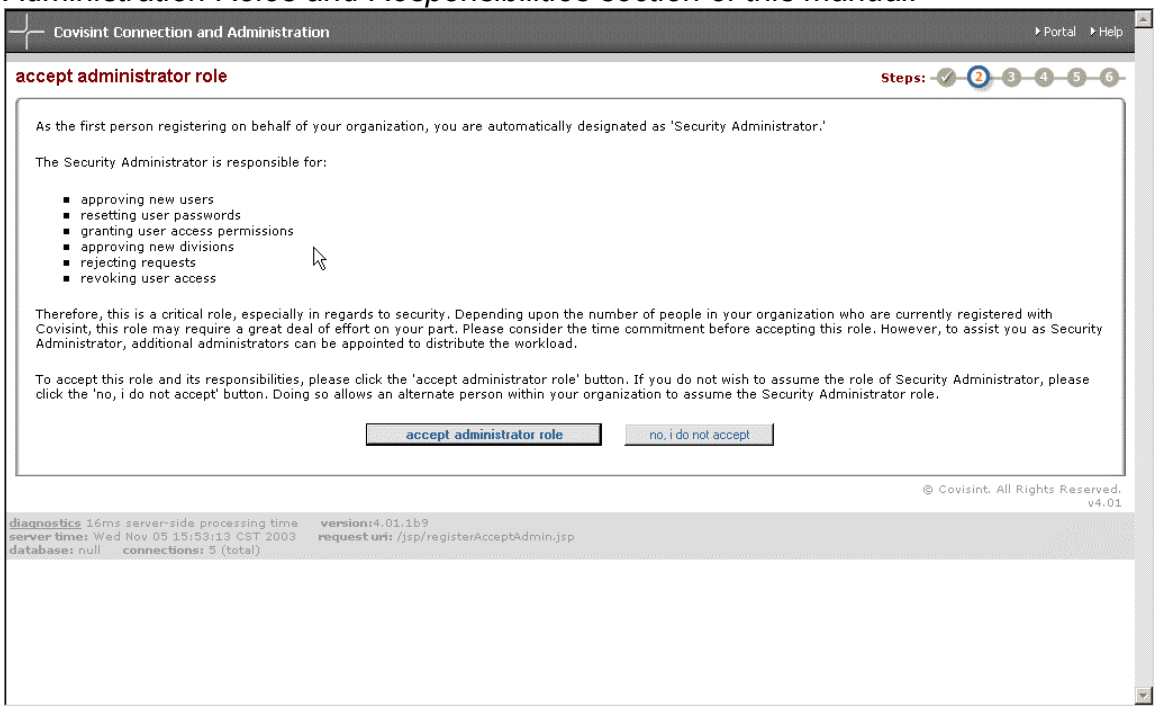
Step 1: Select the New Top-Level Organization Option
You may register a new top-level organization by pointing your browser to Registration Tool Start Page. Select the New Top-level Organization Option.


Covisint Connection and Administration
Language
Portal
Help
welcome: covisint registration
Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, help for this screen is available
user options
New User
Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not sure if your organization is registered.
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
organization options
New Top-Level Organization
select this method if you wish to join the Covisint Exchange as a new Covisint Organization
Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.
New Division
select this method if you would like to become the Security Administrator* of a new division within an existing Covisint Organization
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
* * the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.
begin registration
© Covisint. All Rights Reserved.
v4.01
diagnostics 4ms server-side processing time
version:4.01.1b9
server time: Wed Nov 05 15:20:49 CST 2003
request uri: /jsp/register.jsp

Step 2: accept administrator role

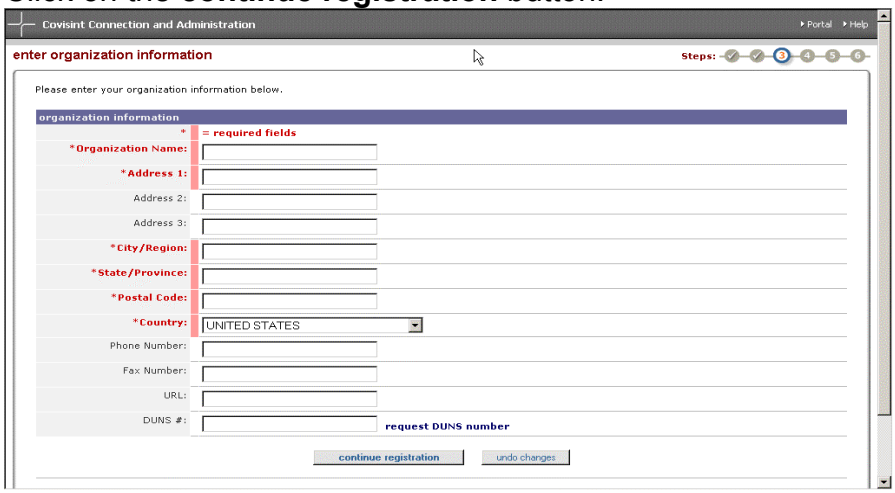
Carefully review the responsibilities outlined on the accept administrator role screen. If you do not feel that you are the right person to be the Security Administrator, click on the **no, I do not accept** button. If you are comfortable with the responsibility the role entails, click on the **accept administrator role** button.

Note: for more information on the Security Administrator role, please refer to the Administration Roles and Responsibilities section of this manual.

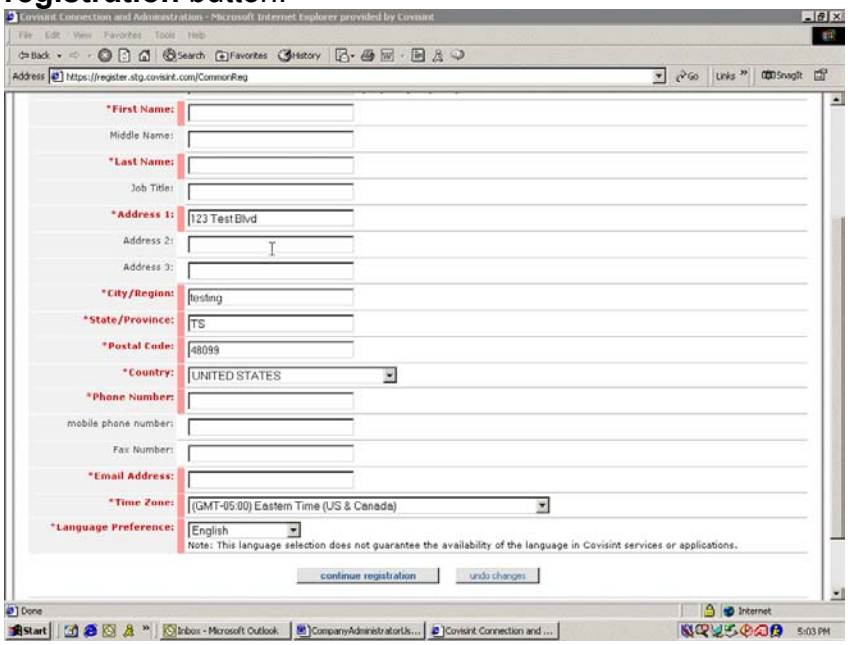

Covisint Connection and Administration
Portal
Help
accept administrator role
Steps:
As the first person registering on behalf of your organization, you are automatically designated as 'Security Administrator.'
The Security Administrator is responsible for:
approving new users
resetting user passwords
granting user access permissions
approving new divisions
rejecting requests
revoking user access
Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.
To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, i do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.
accept administrator role
no, i do not accept
© Covisint. All Rights Reserved.
v4.01
diagnostics 16ms server-side processing time
version:4.01.1b9
server time: Wed Nov 05 15:53:13 CST 2003
request uri: /jsp/registerAcceptAdmin.jsp
database: null
connections: 5 (total)

Step 3: enter organization information
Enter your organizations name and address information in the required fields. Your organization name must be unique in the Covisint exchange.

Required fields are denoted with red text and an asterisk. Non-required fields are gray. You are welcome to enter information in the non-required fields if you wish. Click on the **continue registration** button.



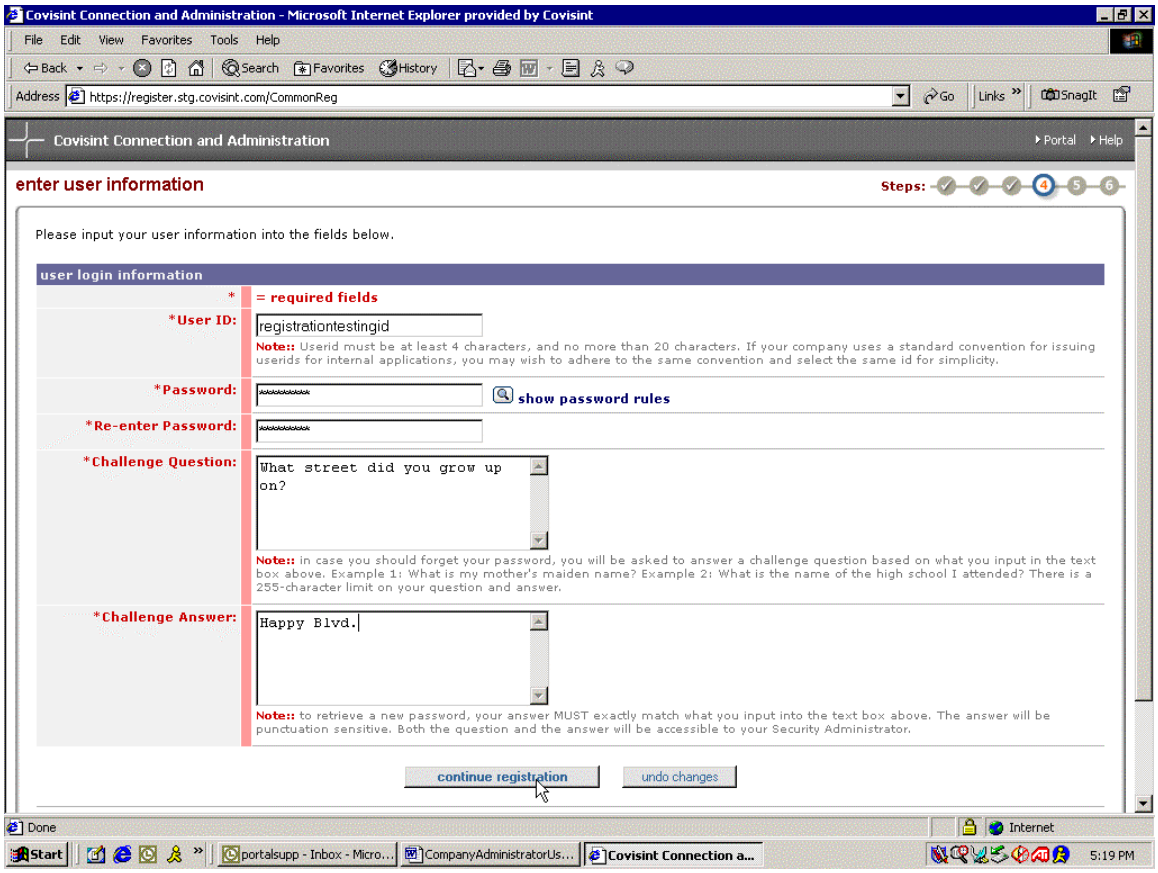
Step 4: enter user information
Fill in your name and contact information in the required fields. Select your time zone and preferred language information. If you wish you may also fill in the remaining non-required business card information. Click on the **continue registration** button.



Choose and enter your desired user ID. User Ids must be at least 4 characters in length and can contain no more than 20 characters. User IDs must be unique within Covisint CCA, no two users can have the same ID.

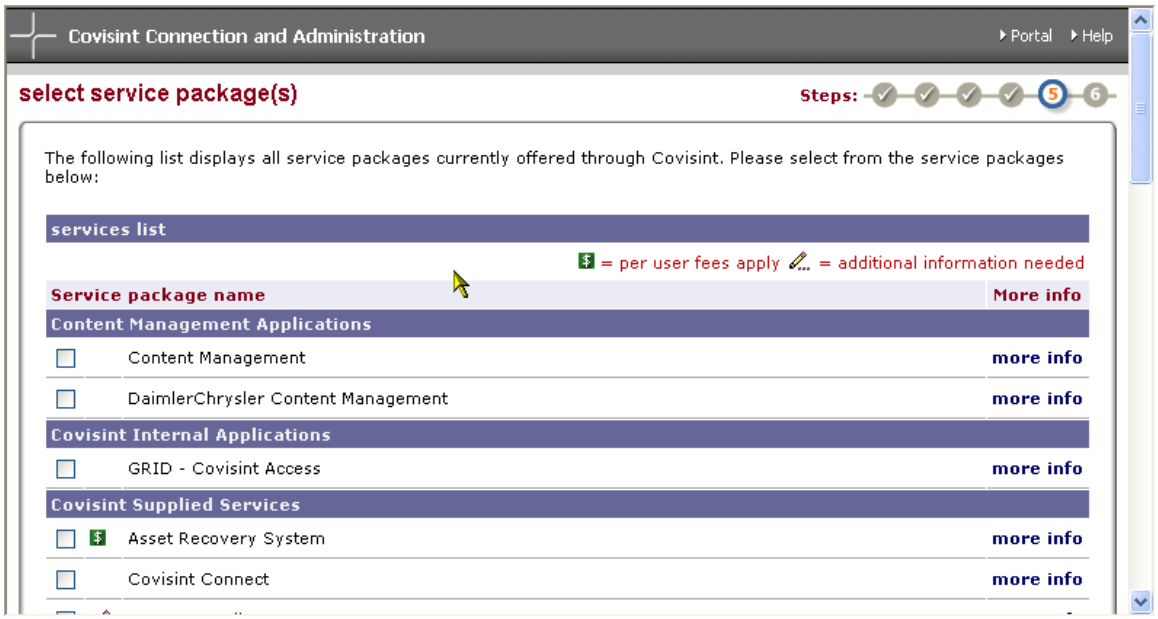
Choose and enter the your password. The password must conform to Covisint's password rules. You can click on the show password rules link for more information regarding the password rules. The password rules are also detailed in the Reset Password section in the User Manual module of this manual. Re-enter the password in the Re-enter password box.

Carefully choose and enter the your Challenge Question and Challenge Answer. The Challenge Question and Answer will be used to allow you to reset your own password. For security purposes, the Challenge Question and Answer should contain information known only to you. Click on the **continue registration** button.


Covisint Connection and Administration - Microsoft Internet Explorer provided by Covisint
File Edit View Favorites Tools Help
Back Search Favorites History
Address https://register.stg.covisint.com/CommonReg
Go Links SnagIt
Covisint Connection and Administration
Portal Help
enter user information
Steps: 4
Please input your user information into the fields below.
user login information
* = required fields
*User ID: registrationtestingid
Note:: Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.
*Password:
show password rules
*Re-enter Password:
*Challenge Question: What street did you grow up on?
Note:: in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.
*Challenge Answer: Happy Blvd.
Note:: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.
continue registration
undo changes
Done
Internet
Start
portalsupp - Inbox - Micro...
CompanyAdministratorUs...
Covisint Connection a...
5:19 PM

Step 5: select service packages

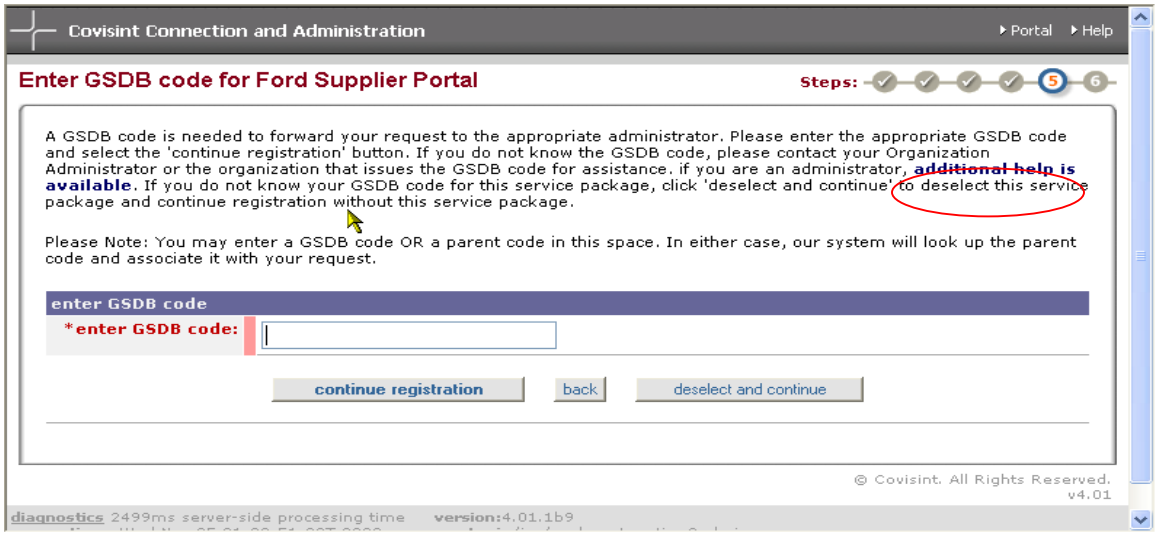
A list of service package choices will display. Check the select box next to the services you wish to request on behalf of your organization. Services that require additional information, such as site codes, are denoted with a pencil icon. Services that entail additional per-user fees are notated with a dollar sign. Click on the **continue registration** button.



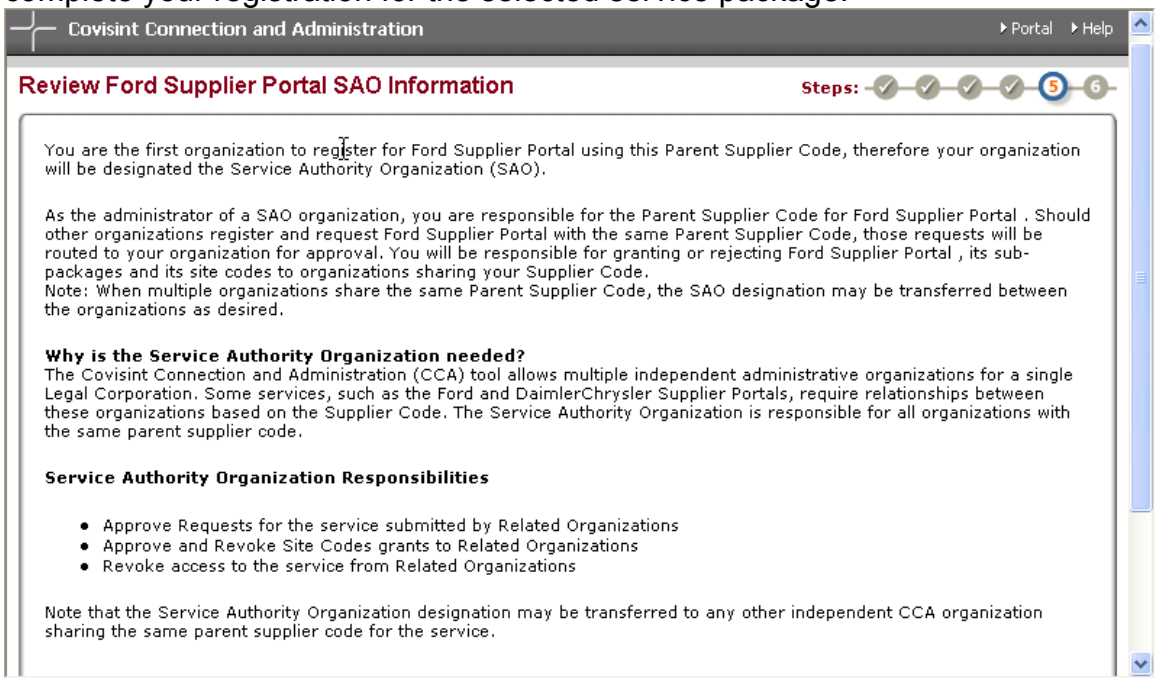
If you selected a service that requires additional information, you will be asked to enter that information. In the sample screenshot below Ford Supplier Portal was the selected service and the registrant is required to enter a GSDB code (supplier code). Note that a hyperlink for **additional help is available** if you need help determining your supplier code.

If you selected a service requiring a supplier code, you can enter either your parent code or you location code. In either case, CCA will look up the parent code and the parent code will be associated with the request.

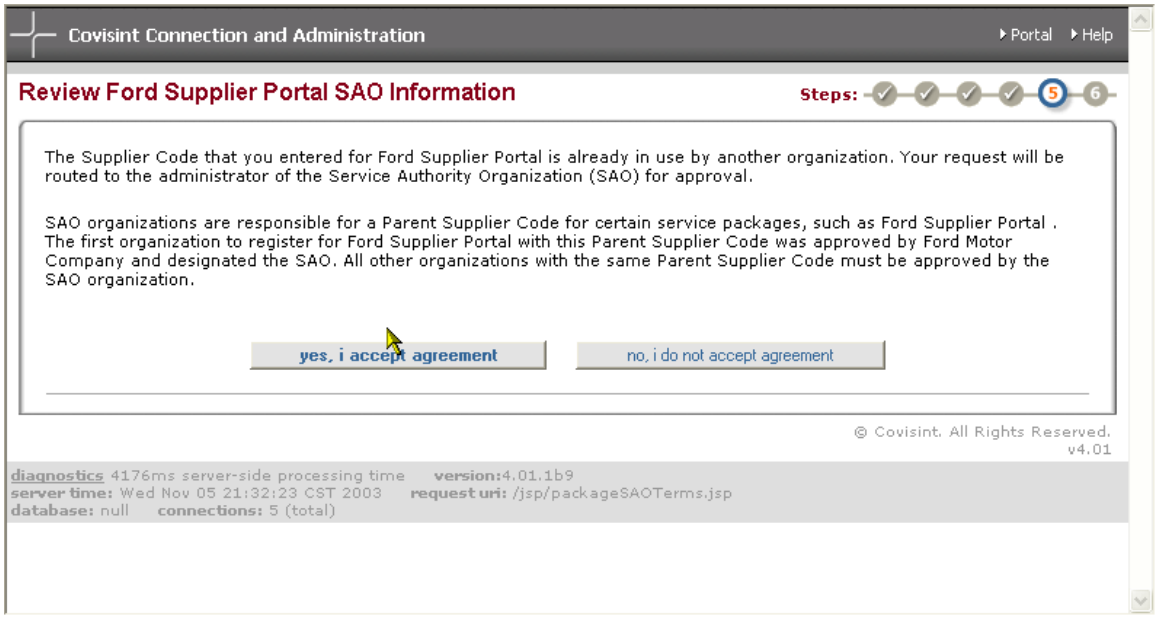
If you cannot find the additional information that you need, you can click on **deselect and continue**. This will allow you to continue with your request, but will deselect the service at this time.


Covisint Connection and Administration
Portal
Help
Enter GSDB code for Ford Supplier Portal
Steps:
A GSDB code is needed to forward your request to the appropriate administrator. Please enter the appropriate GSDB code and select the 'continue registration' button. If you do not know the GSDB code, please contact your Organization Administrator or the organization that issues the GSDB code for assistance. if you are an administrator, additional help is available. If you do not know your GSDB code for this service package, click 'deselect and continue' to deselect this service package and continue registration without this service package.
Please Note: You may enter a GSDB code OR a parent code in this space. In either case, our system will look up the parent code and associate it with your request.
enter GSDB code
*enter GSDB code:
continue registration
back
deselect and continue
© Covisint. All Rights Reserved.
v4.01
diagnostics 2499ms server-side processing time
version:4.01.1b9

If you are the first organization to request access to the requested parent code for the selected service, your organization will become the Service Authority Organization (SAO) upon approval. The registration tool will display an explanation of the SAO responsibilities. Click on **the yes, I accept button** to continue. If you feel that your organization should not be the SAO, you can click on the **No, I do not accept agreement** button, however, you will not be able to complete your registration for the selected service package.


Covisint Connection and Administration
Portal
Help
Review Ford Supplier Portal SAO Information
Steps:
5
6
You are the first organization to register for Ford Supplier Portal using this Parent Supplier Code, therefore your organization will be designated the Service Authority Organization (SAO).
As the administrator of a SAO organization, you are responsible for the Parent Supplier Code for Ford Supplier Portal . Should other organizations register and request Ford Supplier Portal with the same Parent Supplier Code, those requests will be routed to your organization for approval. You will be responsible for granting or rejecting Ford Supplier Portal , its sub-packages and its site codes to organizations sharing your Supplier Code.
Note: When multiple organizations share the same Parent Supplier Code, the SAO designation may be transferred between the organizations as desired.
Why is the Service Authority Organization needed?
The Covisint Connection and Administration (CCA) tool allows multiple independent administrative organizations for a single Legal Corporation. Some services, such as the Ford and DaimlerChrysler Supplier Portals, require relationships between these organizations based on the Supplier Code. The Service Authority Organization is responsible for all organizations with the same parent supplier code.
Service Authority Organization Responsibilities
Approve Requests for the service submitted by Related Organizations
Approve and Revoke Site Codes grants to Related Organizations
Revoke access to the service from Related Organizations
Note that the Service Authority Organization designation may be transferred to any other independent CCA organization sharing the same parent supplier code for the service.

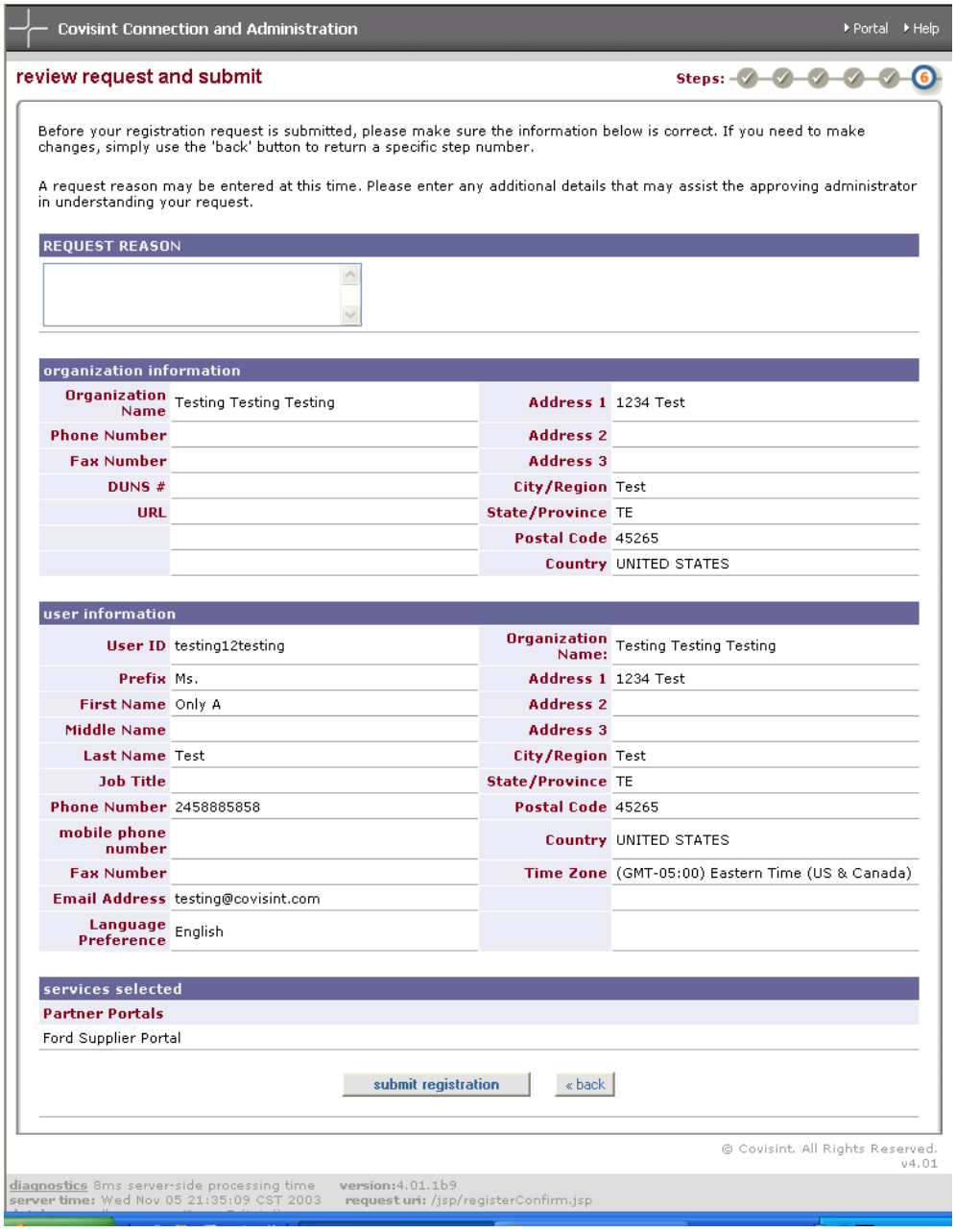
If another organization has already been granted the Service Authority Organization designation, the registration tool will display a screen explaining that there is already a SAO for the requested code. If a SAO exists, your request will be routed to the SAO Security Administrator for review. Click on the **yes, I accept button** to continue.


Covisint Connection and Administration
Portal
Help
Review Ford Supplier Portal SAO Information
Steps:
5
6
The Supplier Code that you entered for Ford Supplier Portal is already in use by another organization. Your request will be routed to the administrator of the Service Authority Organization (SAO) for approval.
SAO organizations are responsible for a Parent Supplier Code for certain service packages, such as Ford Supplier Portal . The first organization to register for Ford Supplier Portal with this Parent Supplier Code was approved by Ford Motor Company and designated the SAO. All other organizations with the same Parent Supplier Code must be approved by the SAO organization.
yes, i accept agreement
no, i do not accept agreement
© Covisint. All Rights Reserved.
v4.01
diagnostics 4176ms server-side processing time version:4.01.1b9
server time: Wed Nov 05 21:32:23 CST 2003 request uri: /jsp/packageSAOTerms.jsp
database: null connections: 5 (total)

Note: For more information about the role of the SAO, please refer to the Service Authority Organization Roles and Responsibilities section in the Administration Manual module of this manual.

Step 6: review request and submit

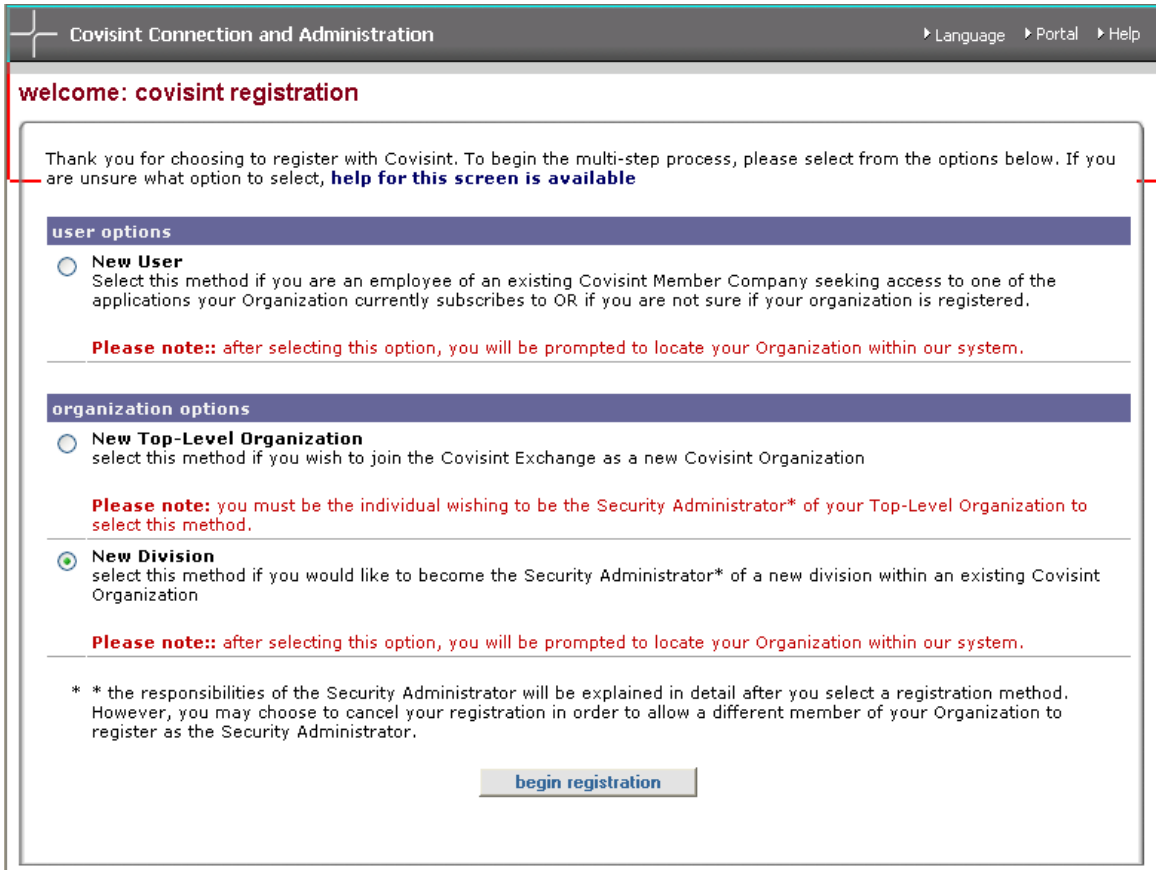
The final step is to review the request. Check to be sure that your organization information is correct and that the correct service packages were selected. When you are confident that the request is correct, click the **submit registration** button at the bottom of the page.



Organization Options: Registering a new Organization (Division)

Registering as a new division is a seven-step process. When registering as a division it is important to understand that you are creating a hierarchy for your organization with a delegated administration model.

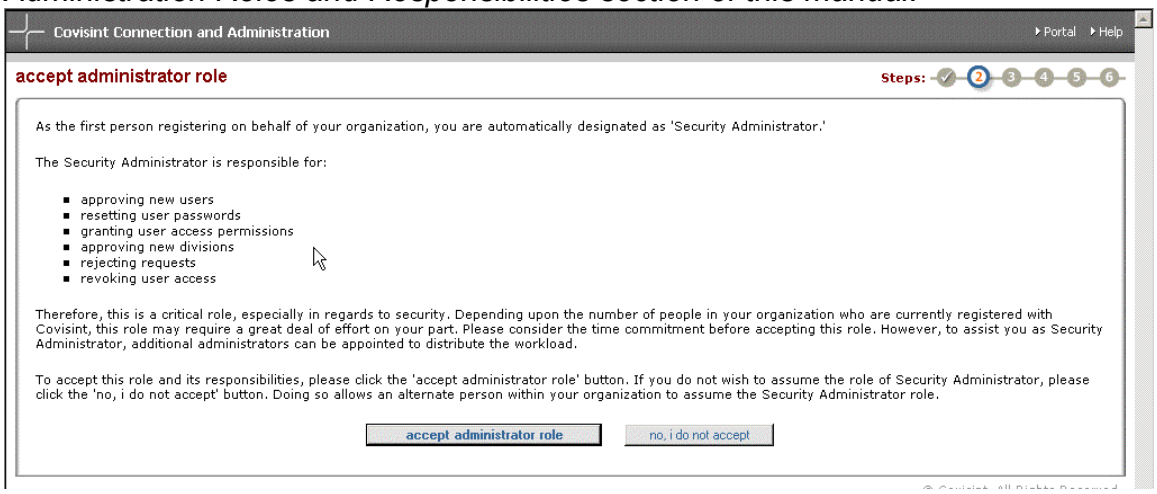
Step 1:Select the New Division registration option


Covisint Connection and Administration
Language
Portal
Help
welcome: covisint registration
Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, help for this screen is available
user options
New User
Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not sure if your organization is registered.
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
organization options
New Top-Level Organization
select this method if you wish to join the Covisint Exchange as a new Covisint Organization
Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.
New Division
select this method if you would like to become the Security Administrator* of a new division within an existing Covisint Organization
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
* * the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.
begin registration

Step 2: accept administrator role

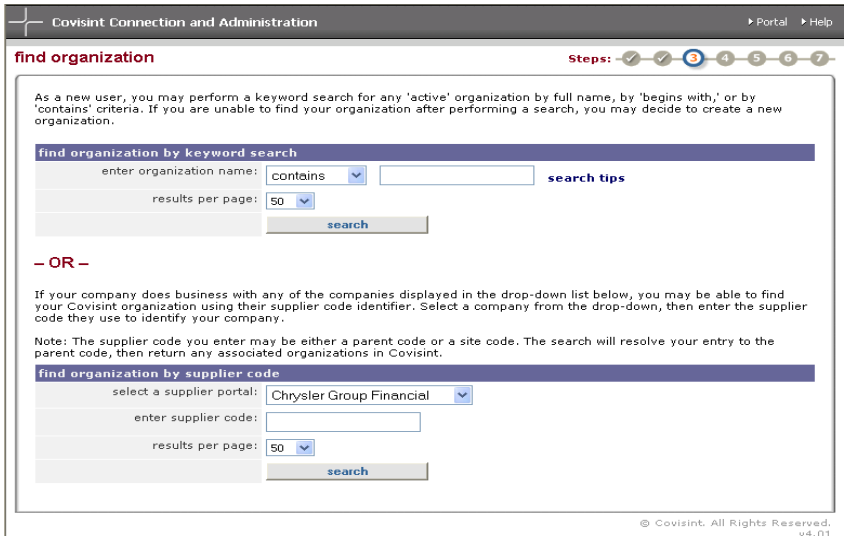
Carefully review the responsibilities outlined on the accept administrator role screen. If you do not feel that you are the right person to be the Security Administrator, click on the **no, I do not accept** button. If you are comfortable with the responsibility the role entails, click on the **accept administrator role** button.

Note: for more information on the Security Administrator role, please refer to the Administration Roles and Responsibilities section of this manual.


Covisint Connection and Administration
Portal
Help
accept administrator role
Steps:
As the first person registering on behalf of your organization, you are automatically designated as 'Security Administrator.'
The Security Administrator is responsible for:
approving new users
resetting user passwords
granting user access permissions
approving new divisions
rejecting requests
revoking user access
Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.
To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, i do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.
accept administrator role
no, i do not accept

Step 3: find organization
In order to register as a new division, you must first find your top-level organization. You can search for your organization two ways: by name or by supplier code. To search for your top-level organization by name, enter your company name in the organization name search box and click the **search** button.

To search by supplier code, enter the desired supplier code and select the correct partner portal from the drop down menu that corresponds with the code, then click **search**.


Covisint Connection and Administration
Portal
Help
find organization
Steps:
As a new user, you may perform a keyword search for any 'active' organization by full name, by 'begins with,' or by 'contains' criteria. If you are unable to find your organization after performing a search, you may decide to create a new organization.
find organization by keyword search
enter organization name:
contains
search tips
results per page:
50
search
– OR –
If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.
Note: The supplier code you enter may be either a parent code or a site code. The search will resolve your entry to the parent code, then return any associated organizations in Covisint.
find organization by supplier code
select a supplier portal:
Chrysler Group Financial
enter supplier code:
results per page:
50
search
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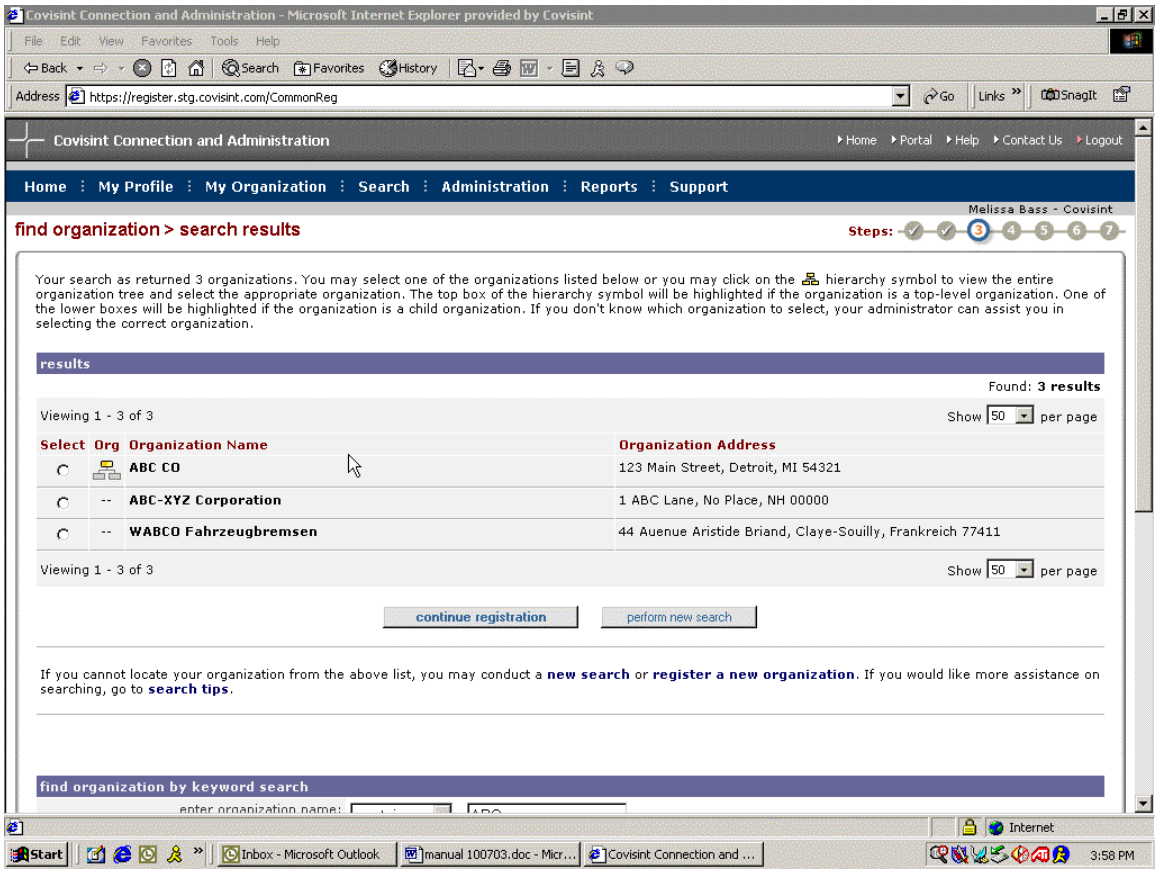
v4.01

A list of organizations matching your search criteria will display. Select the correct organization from the list displayed. If none of the organizations are correct, you can search again from the search window on the bottom of the screen.

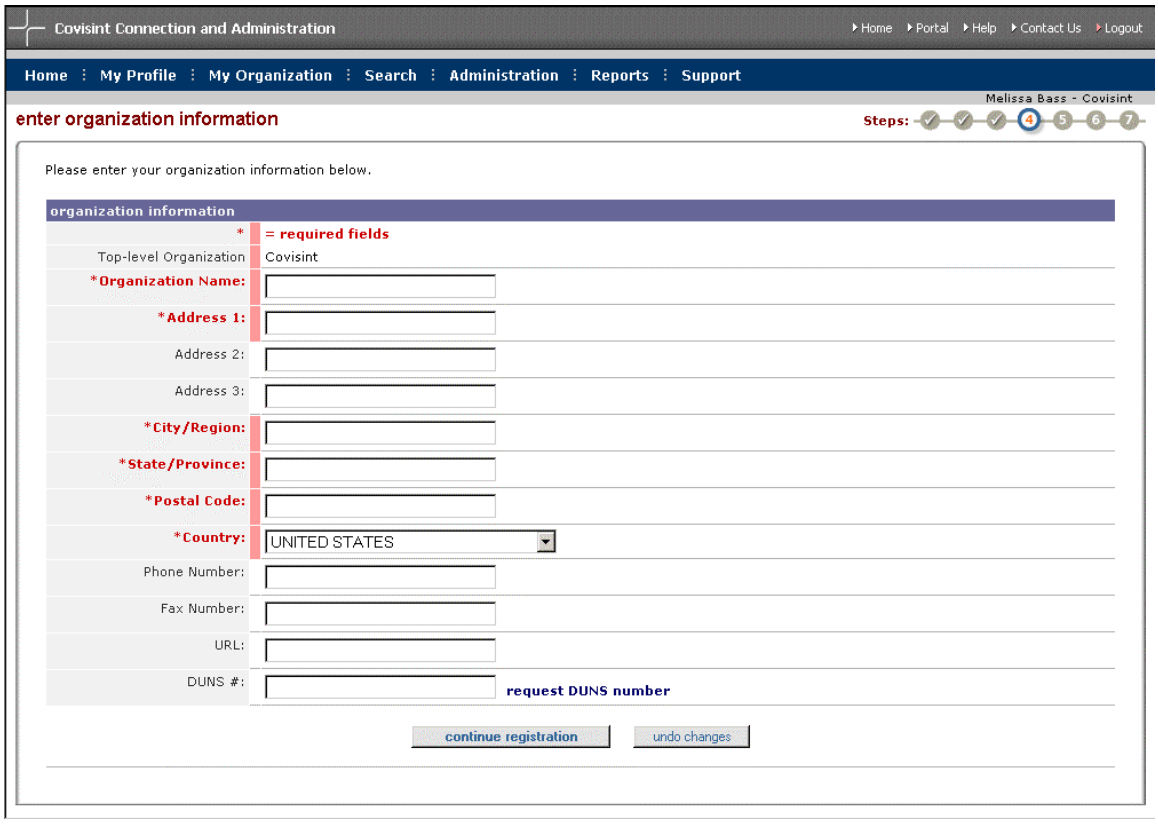
Next to each organization is a hierarchy icon displayed in the org column. The hierarchy icon will denote whether the organization is a top-level organization or a division. If the top box on the hierarchy icon is highlighted, the organization is a top-level organization with divisions. If the bottom right box of the hierarchy icon is highlighted, the organization is a division of another top-level organization. You can click on the hierarchy icon to get an exact understanding of the organization's hierarchy. If no hierarchy icon is displayed, the organization is not a part of a hierarchy but is a top-level organization with no divisions.

Select the desired organization and click on the **continue registration** button.


Covisint Connection and Administration - Microsoft Internet Explorer provided by Covisint
File Edit View Favorites Tools Help
Back Search Favorites History
Address https://register.stg.covisint.com/CommonReg
Go Links SnagIt
Covisint Connection and Administration
Home Portal Help Contact Us Logout
Home My Profile My Organization Search Administration Reports Support
Melissa Bass - Covisint
find organization > search results
Steps: 3
Your search as returned 3 organizations. You may select one of the organizations listed below or you may click on the hierarchy symbol to view the entire organization tree and select the appropriate organization. The top box of the hierarchy symbol will be highlighted if the organization is a top-level organization. One of the lower boxes will be highlighted if the organization is a child organization. If you don't know which organization to select, your administrator can assist you in selecting the correct organization.
results
Found: 3 results
Viewing 1 - 3 of 3
Show 50 per page
Select Org Organization Name
Organization Address
ABC CO
123 Main Street, Detroit, MI 54321
-- ABC-XYZ Corporation
1 ABC Lane, No Place, NH 00000
-- WABCO Fahrzeugbremsen
44 Auenue Aristide Briand, Claye-Souilly, Frankreich 77411
Viewing 1 - 3 of 3
Show 50 per page
continue registration
perform new search
If you cannot locate your organization from the above list, you may conduct a new search or register a new organization. If you would like more assistance on searching, go to search tips.
find organization by keyword search
Internet
Start
Inbox - Microsoft Outlook
manual 100703.doc - Micr...
Covisint Connection and ...
3:58 PM

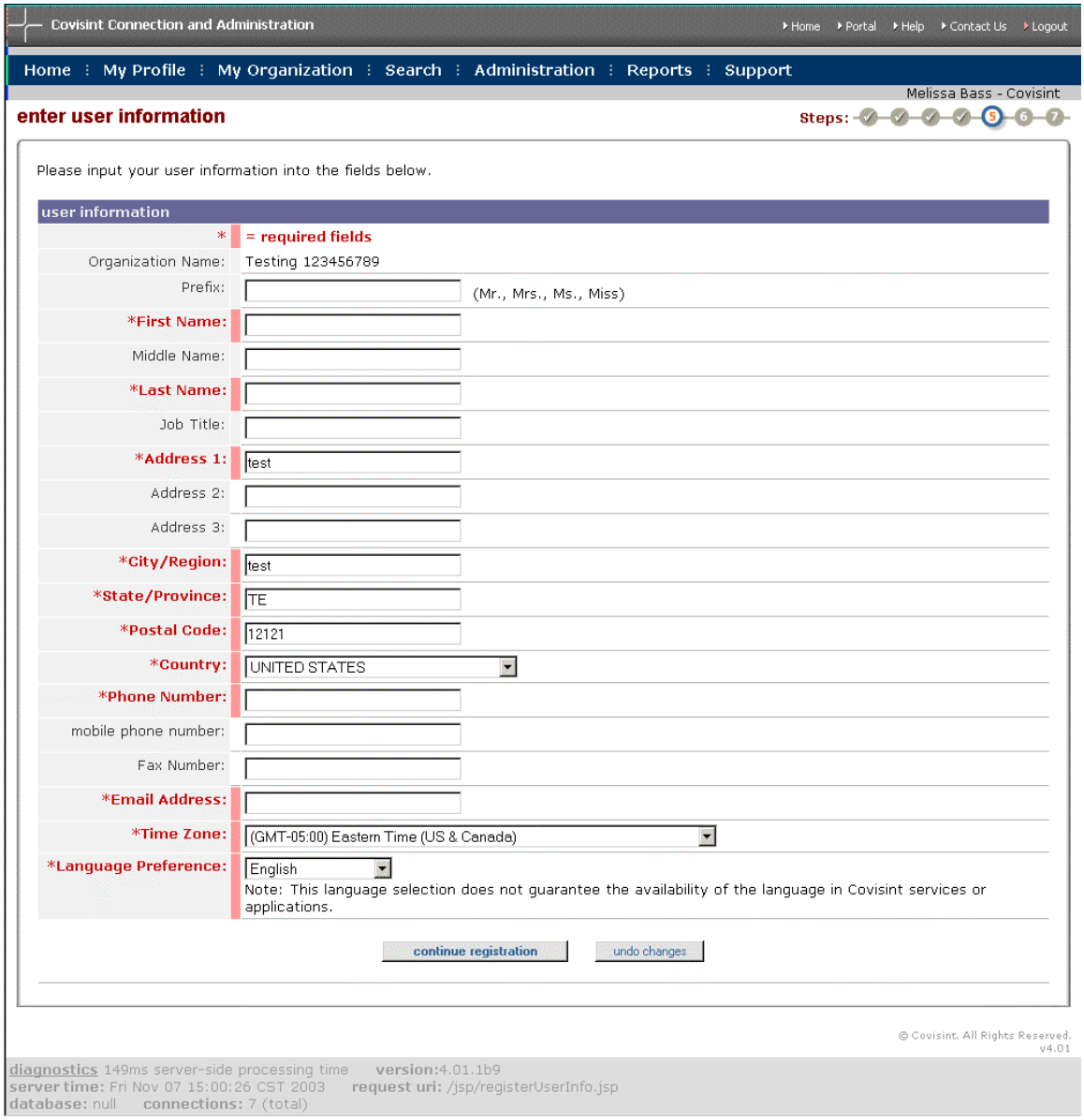
Step 4: enter organization information
Enter your organization's name and address information in the required fields. Your organization name must be unique.

If you wish you may also enter a phone number and duns number in the non-required fields. Required fields are denoted with red text and an asterisk. Non-required fields are gray. Click on the **continue registration** button.



Step 5: enter user information

Fill in your name and contact information in the required fields. Select your time zone and preferred language information. If you wish you may also fill in the remaining non-required business card information. Click on the **continue registration** button.

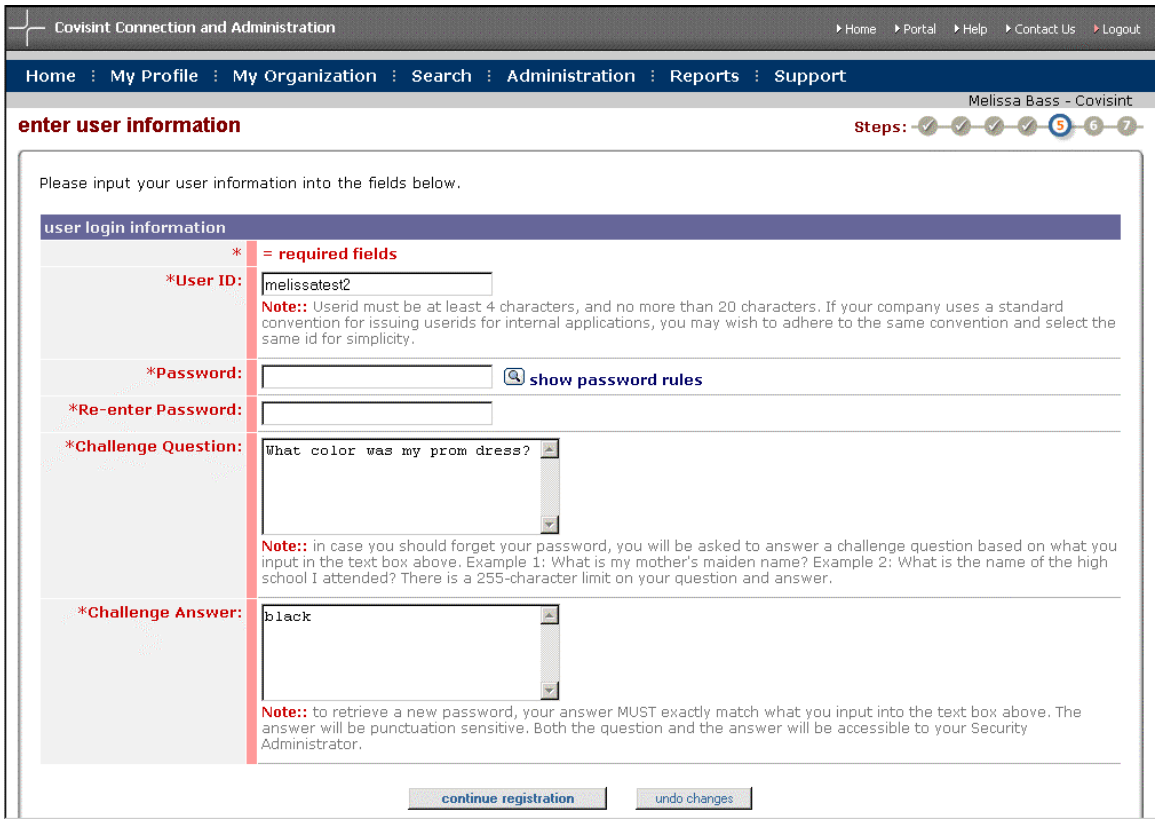


Enter your preferred user ID. User Ids must be at least 4 characters in length and can contain no more than 20 characters. User IDs must be unique within the Covisint exchange, no two users can have the same ID.

Choose and enter your password. The password must conform to Covisint's password rules. You can click on the show password rules link for more information regarding the password rules. The password rules are also detailed in the Reset Password section in the User Manual module of this manual. Re-enter the password in the Re-enter password box.

Carefully choose and enter your Challenge Question and Challenge Answer. The Challenge Question and Answer will be used to allow you to reset your own password. For security purposes, the Challenge Question and Answer should

contain information known only to you. Click on the **continue registration** button.

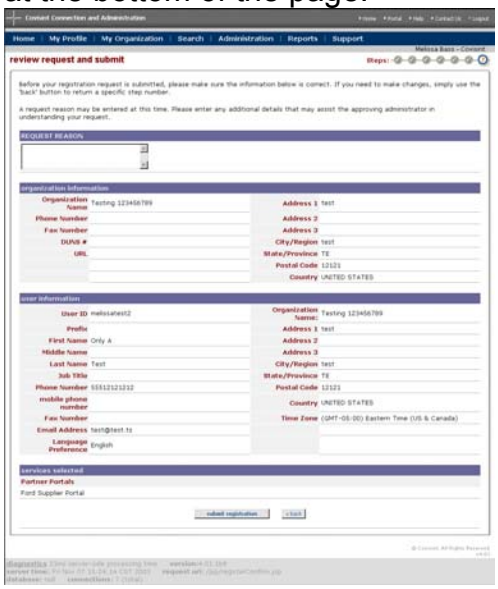

Covisint Connection and Administration
Home
Portal
Help
Contact Us
Logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
enter user information
Steps:
Please input your user information into the fields below.
user login information
* = required fields
*User ID:
melissatest2
Note:: Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.
*Password:
show password rules
*Re-enter Password:
*Challenge Question:
What color was my prom dress?
Note:: in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.
*Challenge Answer:
black
Note:: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.
continue registration
undo changes

Step 6: select service packages

A list of service package choices will display. Check the select box next to the services you wish to request on behalf of your organization. Services that require additional information, such as site codes, are denoted with a pencil icon. Services that entail additional per-user fees are notated with a dollar sign. Click on the **continue registration** button.

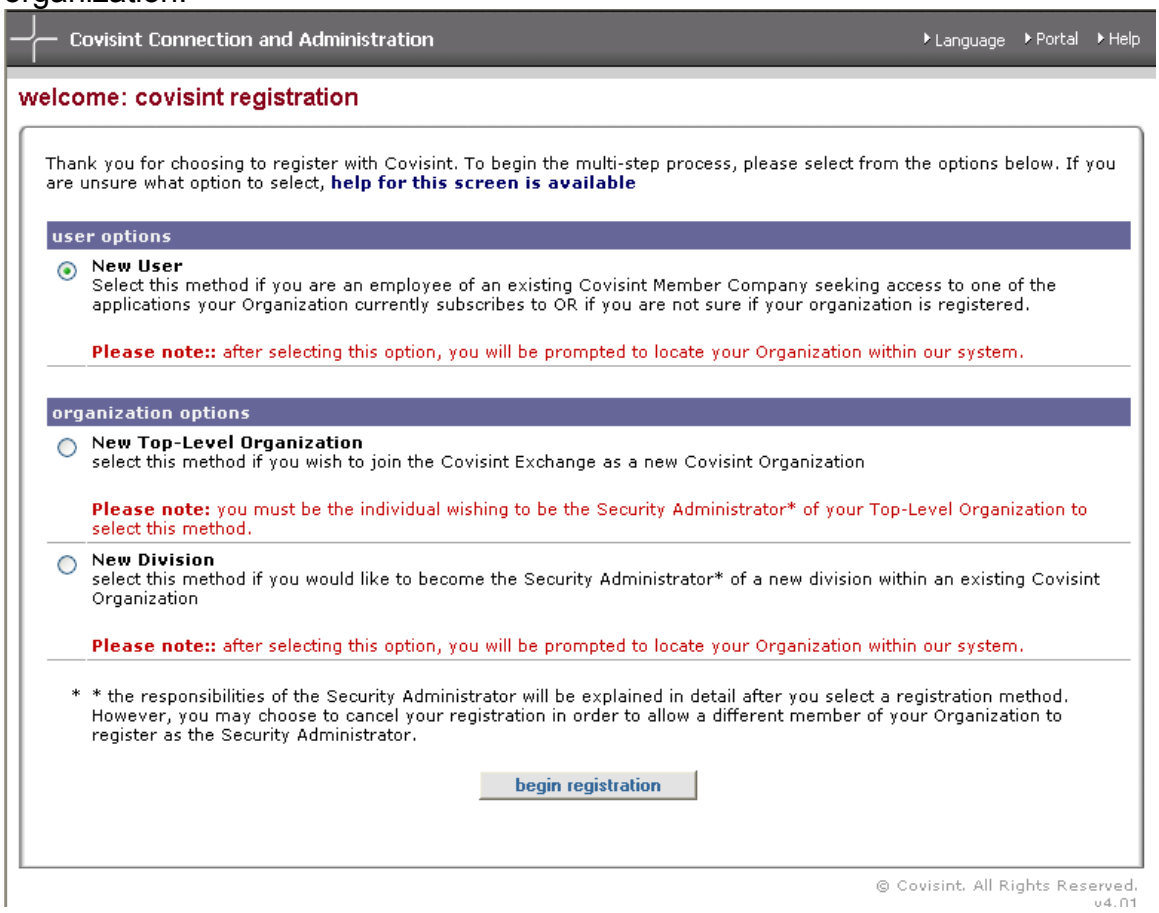
Step 7: review request and submit

The final step is to review the request. Check to be sure that your organization information is correct and that the correct service packages were selected. When you are confident that the request is correct, click the **submit registration** button at the bottom of the page.



User Registration

If you are an employee of an existing Covisint member organization seeking access to a Covisint service package used by your organization, you should register as a *new user*. If you don't know if your organization is registered, attempt to register as a new user first. The new user registration process includes a search for existing organizations registered with Covisint. If your organization does not exist you will have the opportunity to register a new organization.


Covisint Connection and Administration
Language
Portal
Help
welcome: covisint registration
Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, help for this screen is available
user options
New User
Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not sure if your organization is registered.
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
organization options
New Top-Level Organization
select this method if you wish to join the Covisint Exchange as a new Covisint Organization
Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.
New Division
select this method if you would like to become the Security Administrator* of a new division within an existing Covisint Organization
Please note:: after selecting this option, you will be prompted to locate your Organization within our system.
* * the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.
begin registration
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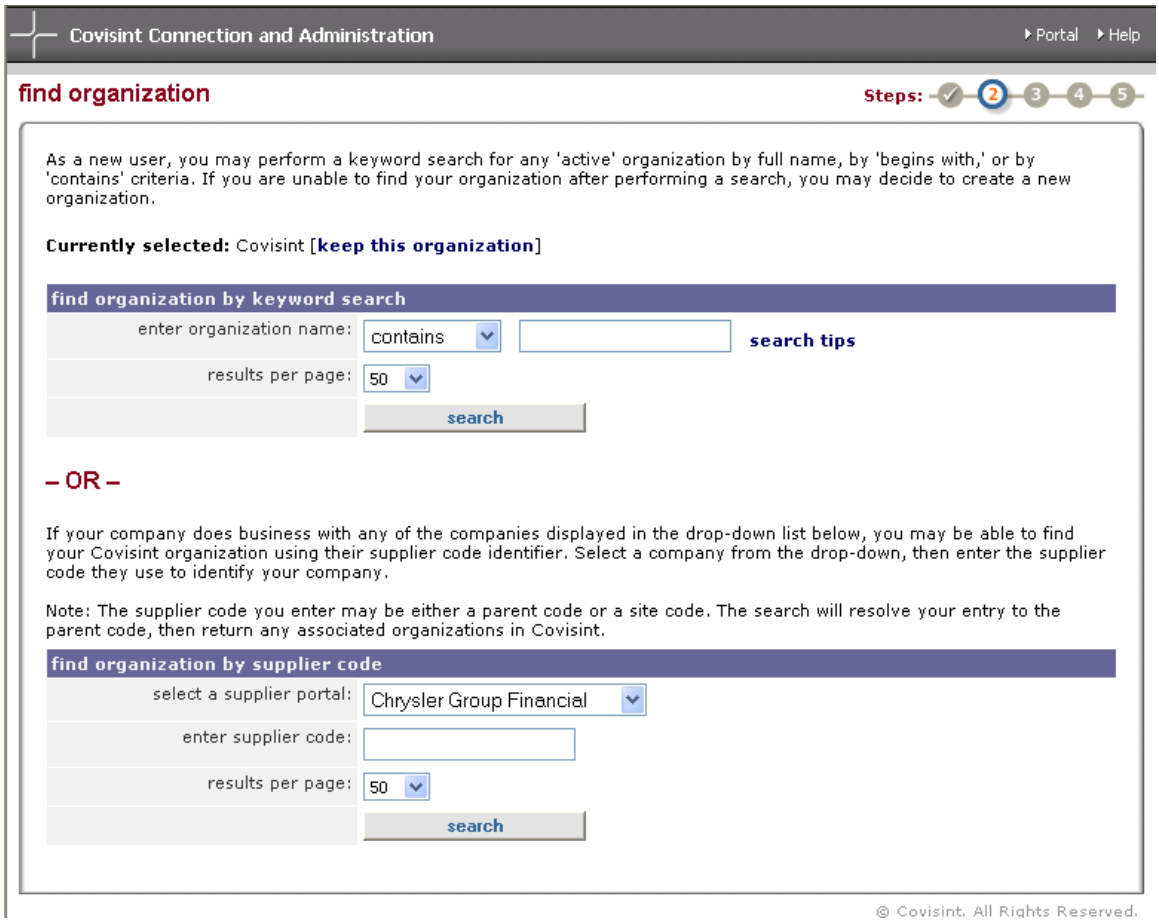
Step 2: find organization

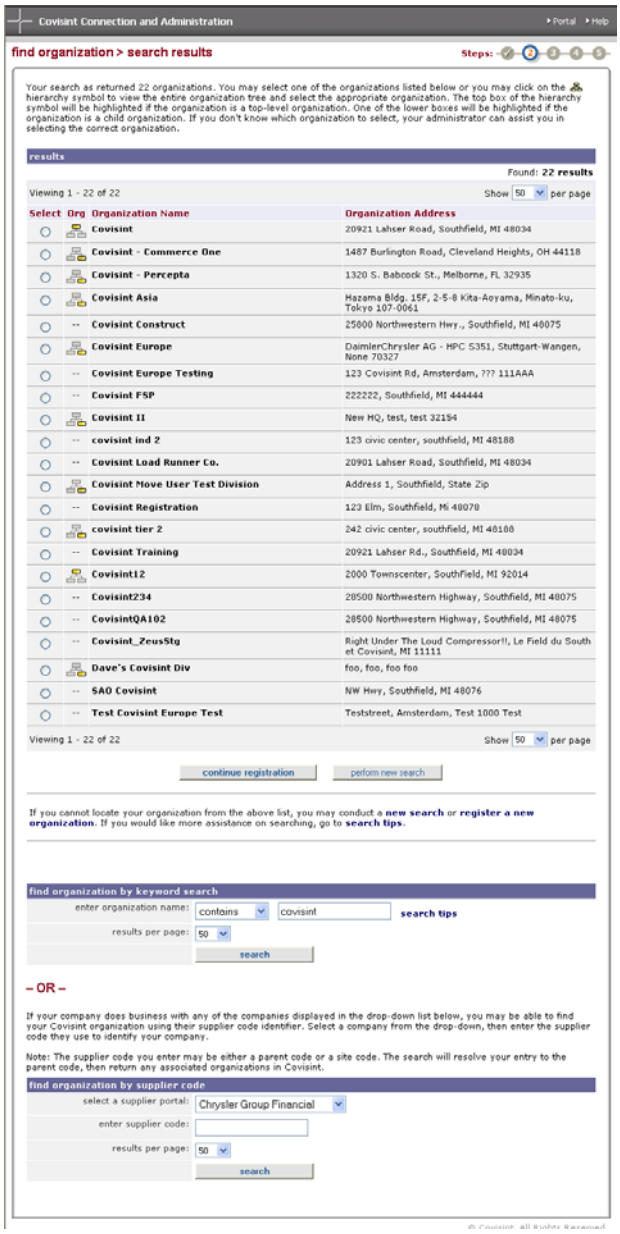
There are two ways you can search for your organization: you can search by organization name or by your supplier code. To search by organization name, input the key part of the organization name in the text box provided. You may also wish to use the dropdown menu to perform a more thorough search using the 'contains' or 'begins with' option. Then, click the 'search' button to find your results.

To search by supplier code, select a supplier portal from the drop down menu, then enter your supplier code and click on the search button. A list of organizations with access to the supplier code will display.


Covisint Connection and Administration
Portal
Help
find organization
Steps: 1 2 3 4 5
As a new user, you may perform a keyword search for any 'active' organization by full name, by 'begins with,' or by 'contains' criteria. If you are unable to find your organization after performing a search, you may decide to create a new organization.
Currently selected: Covisint [keep this organization]
find organization by keyword search
enter organization name:
contains
search tips
results per page:
50
search
– OR –
If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.
Note: The supplier code you enter may be either a parent code or a site code. The search will resolve your entry to the parent code, then return any associated organizations in Covisint.
find organization by supplier code
select a supplier portal:
Chrysler Group Financial
enter supplier code:
results per page:
50
search
© Covisint. All Rights Reserved.

Once your search results are displayed, you will need to select the proper administrative organization. This may be a top-level organization or a division. The address of the organization does not need to match your office location.

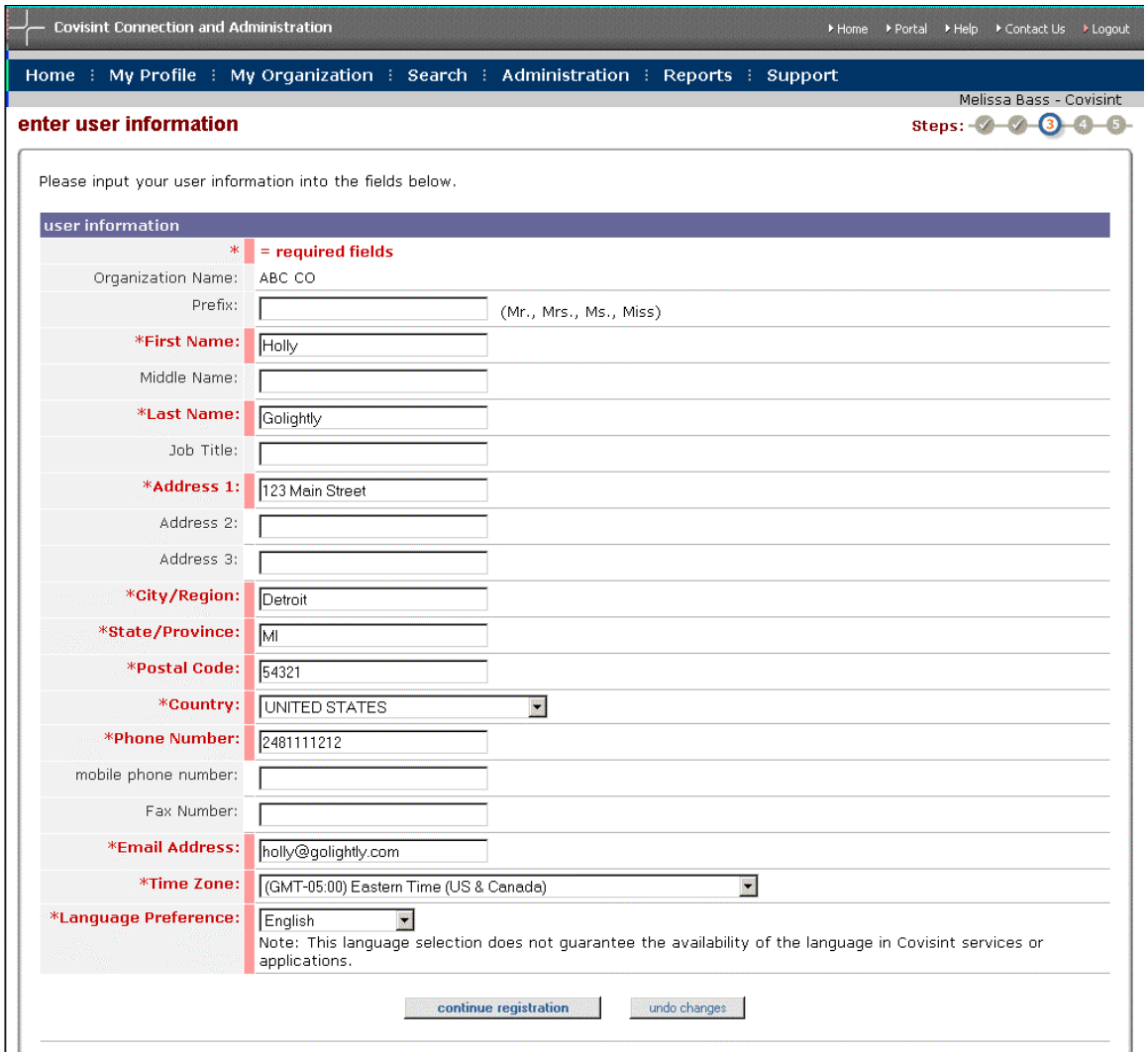
The hierarchy icon, displayed in the org column, will indicate if the organization is a parent organization, a division or a top-level organization with no divisions.


Covisint Connection and Administration
Portal
Help
find organization > search results
Steps:
Your search as returned 22 organizations. You may select one of the organizations listed below or you may click on the hierarchy symbol to view the entire organization tree and select the appropriate organization. The top box of the hierarchy symbol will be highlighted if the organization is a top-level organization. One of the lower boxes will be highlighted if the organization is a child organization. If you don't know which organization to select, your administrator can assist you in selecting the correct organization.
results
Found: 22 results
Viewing 1 - 22 of 22
Show 50 per page
Select Org Organization Name Organization Address
Covisint 20921 Lahser Road, Southfield, MI 48034
Covisint - Commerce One 1487 Burlington Road, Cleveland Heights, OH 44118
Covisint - Percepta 1320 S. Babcock St., Melborne, FL 32935
Covisint Asia Hazama Bldg. 15F, 2-5-8 Kita-Aoyama, Minato-ku, Tokyo 107-0061
Covisint Construct 25800 Northwestern Hwy., Southfield, MI 48075
Covisint Europe DaimlerChrysler AG - HPC S351, Stuttgart-Wangen, None 70327
Covisint Europe Testing 123 Covisint Rd, Amsterdam, ??? 111AAA
Covisint FSP 222222, Southfield, MI 444444
Covisint II New HQ, test, test 32154
covisint ind 2 123 civic center, southfield, MI 48188
Covisint Load Runner Co. 20901 Lahser Road, Southfield, MI 48034
Covisint Move User Test Division Address 1, Southfield, State Zip
Covisint Registration 123 Elm, Southfield, Mi 48070
covisint tier 2 242 civic center, southfield, MI 48188
Covisint Training 20921 Lahser Rd., Southfield, MI 48034
Covisint12 2000 Townscenter, Southfield, MI 92014
Covisint234 28500 Northwestern Highway, Southfield, MI 48075
CovisintQA102 28500 Northwestern Highway, Southfield, MI 48075
Covisint_ZeusStg Right Under The Loud Compressor!!, Le Field du South et Covisint, MI 11111
Dave's Covisint Div foo, foo, foo foo
SAO Covisint NW Hwy, Southfield, MI 48076
Test Covisint Europe Test Teststreet, Amsterdam, Test 1000 Test
Viewing 1 - 22 of 22
Show 50 per page
continue registration
perform new search
If you cannot locate your organization from the above list, you may conduct a new search or register a new organization. If you would like more assistance on searching, go to search tips.
find organization by keyword search
enter organization name: contains covisint search tips
results per page: 50
search
– OR –
If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.
Note: The supplier code you enter may be either a parent code or a site code. The search will resolve your entry to the parent code, then return any associated organizations in Covisint.
find organization by supplier code
select a supplier portal: Chrysler Group Financial
enter supplier code:
results per page: 50
search

Select the appropriate organization and click the **continue registration** button. Click on the **perform new search** button if you have not yet located your organization.

Step 3: enter user information

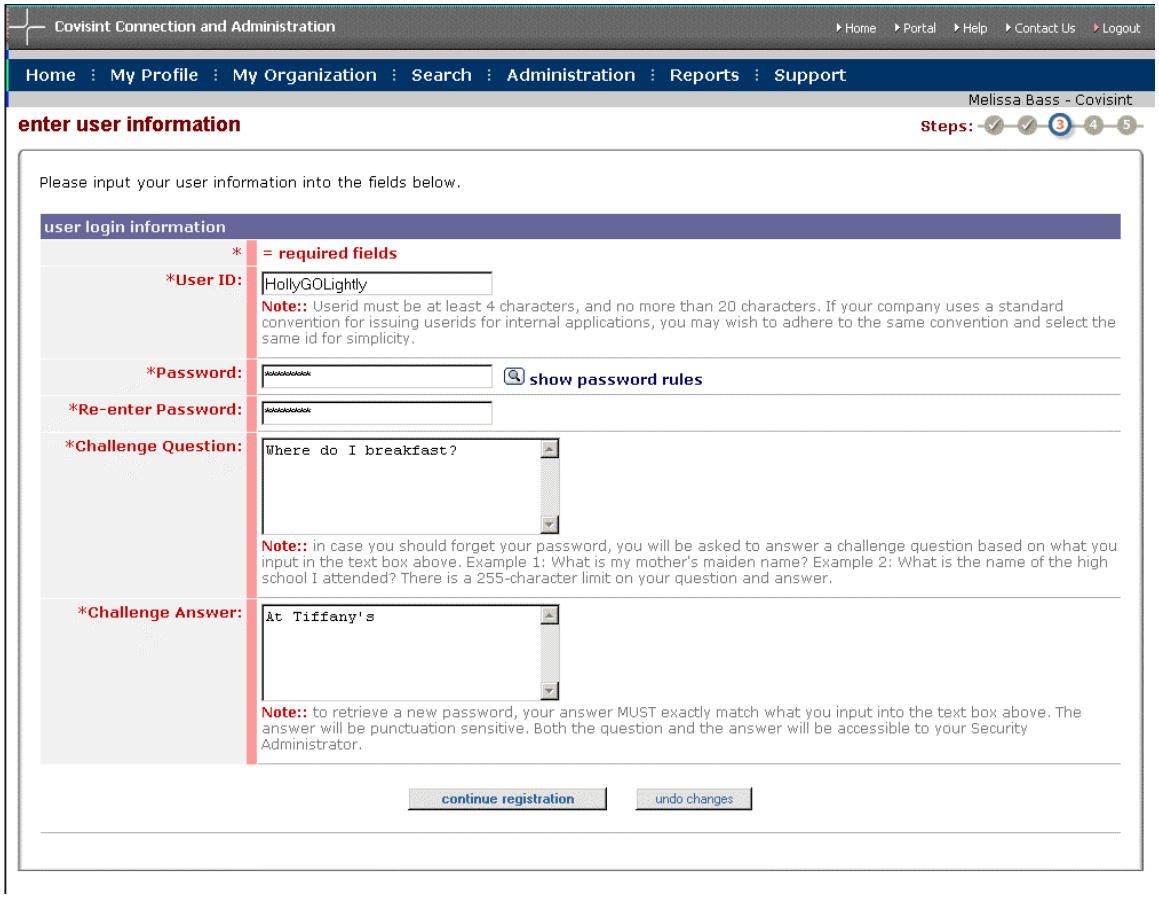
Fill in your name and contact information in the required fields. Select your time zone and preferred language information. If you wish you may also fill in the remaining non-required business card information. Click on the **continue registration** button.



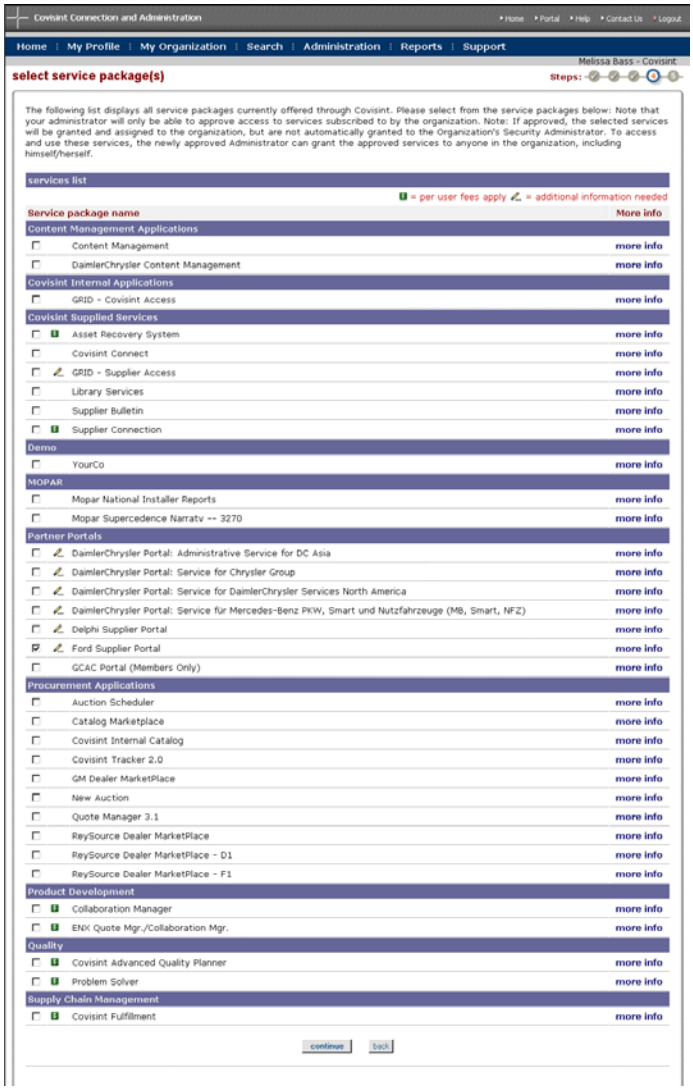
Enter your desired user ID. User Ids must be at least 4 characters in length and can contain no more than 20 characters. User IDs must be unique within Covisint CCA, no two users can have the same ID.

Choose and enter the your password. The password must conform to Covisint's password rules. You can click on the show password rules link for more information regarding the password rules. The password rules are also detailed in the Reset Password section in the User Manual module of this manual. Re-enter the password in the Re-enter password box.

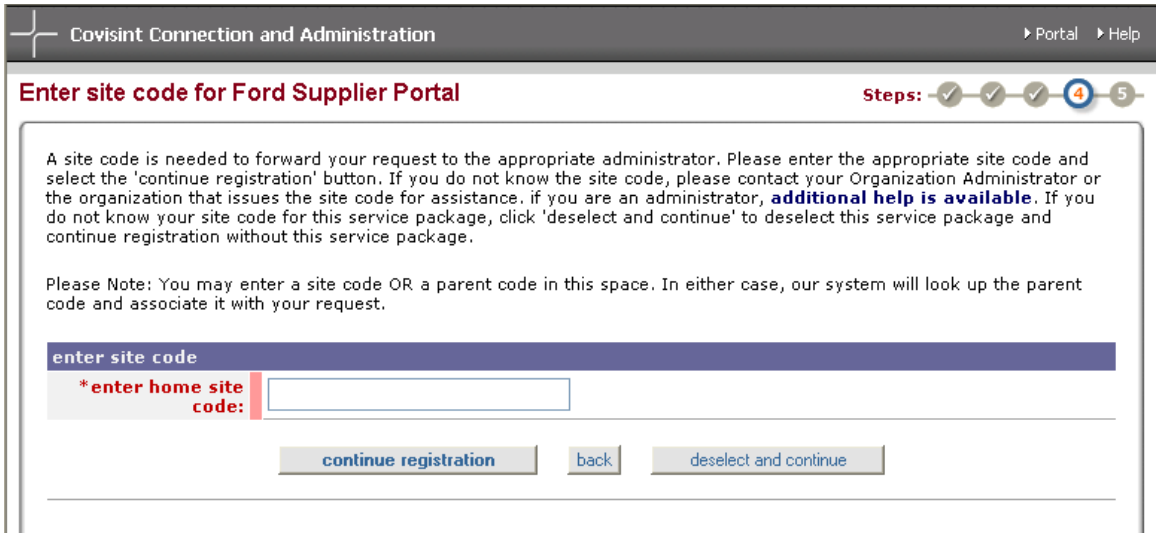
Choose and enter the your Challenge Question and Challenge Answer. The Challenge Question and Answer will be used to allow you to reset your own password. For security purposes, the Challenge Question and Answer should contain information known only to you. Click on the **continue registration** button.


Covisint Connection and Administration
Home
Portal
Help
Contact Us
Logout
Home
My Profile
My Organization
Search
Administration
Reports
Support
Melissa Bass - Covisint
enter user information
Steps:
Please input your user information into the fields below.
user login information
* = required fields
*User ID:
HollyGOLightly
Note:: Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.
*Password:
show password rules
*Re-enter Password:
*Challenge Question:
Where do I breakfast?
Note:: in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.
*Challenge Answer:
At Tiffany's
Note:: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.
continue registration
undo changes

Step 4: select service package(s)
A list of service package choices will display. Check the select box next to the services you wish to request on behalf of your organization. Services that require additional information, such as site codes, are denoted with a pencil icon. Services that entail additional per-user fees are notated with a dollar sign. Click on the **continue registration** button.



If you selected a serviced that requires additional information, you will be asked to enter that information. In the sample screenshot below Ford Supplier Portal was the selected service and the registrant is required to enter a GSDB, or supplier, code. Note that a hyperlink for **additional help is available** if you need help finding the additional information required.


Covisint Connection and Administration
Portal
Help
Enter site code for Ford Supplier Portal
Steps:
A site code is needed to forward your request to the appropriate administrator. Please enter the appropriate site code and select the 'continue registration' button. If you do not know the site code, please contact your Organization Administrator or the organization that issues the site code for assistance. if you are an administrator, additional help is available. If you do not know your site code for this service package, click 'deselect and continue' to deselect this service package and continue registration without this service package.
Please Note: You may enter a site code OR a parent code in this space. In either case, our system will look up the parent code and associate it with your request.
enter site code
*enter home site code:
continue registration
back
deselect and continue

If you selected a service requiring a supplier code, you can enter either your parent code or you location code. In either case, CCA will look up the parent code and the parent code will be associated with the request.

If you cannot find the additional information that you need, you can click on **deselect and continue**. This will allow you to continue with your request, but will unselect the service, so that it is not being requested at this time.

Step 5: review request and submit
The final step of this registration process is to review all information input in the previous steps. Thoroughly review this information before clicking the 'submit registration' button. If you wish to edit any of this information click the 'back' button to return to previous screens.

Additional Resources

Glossary of Terms

Security Administrator - the person able to control all aspects of security within their CCA organization and down the entire CCA tree (if exists)

Organization Service Administrator - the person in a supplier organization able to grant and revoke a certain (designated) Service from users within their CCA organization and down the tree. Many Org Service Admins were created as a result of Ford / Daimler Migration.

Service Administrator - the person in a partner portal owning organization who can approve supplier organizations to have access to their portal

Supplier Code – Covisint's generic reference to codes used by all partners to identify their suppliers. This term encompasses both location codes and site codes.

Site Code – refers to the supplier codes attached to user grants of partner sub-packages

Location Code – refers to the supplier code attached to user grants of partner parent packages (i.e., the Ford Supplier Portal or the Daimler Chrysler Portal)

GSDB code - Ford's unique term associated with their supplier codes. GSDB is an acronym for Global Supplier Data**b**ase.

SAO – Acronym for "Service Authority Organization." Refers to the Organization Responsible for a Parent Supplier Code in conjunction with a partner portal grant. I.e., Covisint is the SAO for the Ford Supplier Portal code 2149, even though Covisint-Europe is a top-level company with the same code for FSP. Although a SAO must always be a top level CCA company, all CCA top level company are not always SAOs.

Service – An application or tool accessed via Covisint

Sub-service – An application or tool that is nested beneath a parent service. (i.e, GSDB online is a sub-service of the Ford Supplier Portal)

Package – A grantable container that contains at least one service.

Sub-package – A grantable container that contains at least one sub-service. The sub-package requires that the parent package be granted first.